



# Lorain County Domestic Relations Court

## Job Posting

### **Classification Title: Legal Services Clerk**

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Team Leader
Civil Service Status:	Unclassified	Division:	Juvenile Clerk of Courts
Position Grade:	7	Rate:	\$13.27/ hr. (\$27,601.60)
<b>Opening date:</b>	<b>October 29, 2021</b>	<b>Closing date:</b>	<b>Open until filled</b>

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs clerical duties in support of the Clerk of Courts' Office with the application of some independent judgment and the interpretation of routine policies and procedures based on training and experience.

### **BENEFITS OF EMPLOYMENT**

Excellent benefits package that includes comprehensive health, dental, vision, prescription and life insurance policies. Supplemental policies are available for purchase at group rates.

Fourteen (14) paid holidays, vacation and sick time leave accrual and longevity service pay.

Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and Deferred Compensation Plans.

### **WORK HOURS**

Monday through Friday, 8:00 am – 4:00 pm OR  
Monday through Friday, 8:30 am – 4:30 pm

### **JOB RELATED REQUIREMENTS:**

High School diploma or GED required; 1-3 years of clerical experience; Ability to work and communicate appropriately with professional staff, other employees and the general public; Computer literacy & typing ability preferred; Spanish speaking ability is a plus; Valid driver's license and proof of insurance; Satisfactory criminal history check

Application may be downloaded at [www.loraincounty.com/domesticrelations](http://www.loraincounty.com/domesticrelations)

Please send completed application to:

Tim Weitzel, Deputy Court Administrator,

Lorain County Justice Center, 225 Court Street, 4<sup>th</sup> Floor, Elyria, Ohio

or email to: [Tim.Weitzel@lcfct.org](mailto:Tim.Weitzel@lcfct.org)

LORAIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL MAKE REASONABLE ACCOMMODATIONS TO QUALIFIED APPLICANTS WITH DISABILITIES