



Lorain County Domestic Relations Court

Job Posting

Classification Title: Assignment Commissioner

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Court Administrator
Civil Service Status:	Unclassified	Division:	Administration
Position Grade:	D5	Rate:	\$16.00/hr. (\$33,280.00)
Opening date:	January 7, 2022	Closing date:	Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Maintains the daily dockets for the Judges and Magistrates. Schedules court hearings and processes related records. Assists the public, professionals and other agency staff at a designated public counter, answers telephone calls and checks in parties and witnesses for court hearings. Maintains daily Supreme Court logs, compiles data and prepares monthly Supreme Court activity reports.

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

Full-Time – Holidays off
Monday through Friday - 8:30 am to 4:30 pm

JOB RELATED REQUIREMENTS:

- High School diploma or GED required.
- Ability to work and communicate appropriately with professional staff, other employees and the general public.
- Computer literacy and typing ability preferred.
- Spanish speaking abilities is a plus.
- Must possess a valid driver's license and proof of insurance.
- Satisfactory criminal history check.

Application may be downloaded at www.loraincounty.com/domesticrelations

Please send completed application to:

Tim Weitzel, Court Administrator,

Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio

or email to: Tim.Weitzel@lcfct.org