



# Lorain County Domestic Relations Court

## Job Posting

### **Classification Title: Docket 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:	D1	Rate:	\$14.25/ hr. (\$29,640)
<b>Opening date:</b>	<b>April 28, 2022</b>	<b>Closing date:</b>	<b>Open until filled</b>

### **DISTINGUISHING JOB CHARACTERISTICS**

Entry-level clerk position. Performs repetitive duties such as filing and processing of case files and documents, pulling files for upcoming Magistrate and Judge hearings, answering telephones, copying, imaging, taking information from the public, and docketing.

### **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, 8:30 am – 4:30 pm

### **JOB RELATED REQUIREMENTS:**

High School diploma or GED required; at least 3 months of experience in a court setting preferred. Ability to work and communicate appropriately with professional staff, other employees and the general public; Must be able to lift and move boxes weighing between 10 and 20 pounds. 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, 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