



# Lorain County Domestic Relations Court

## Job Posting

### **Classification Title:**

FLSA Status: Non-exempt  
Exemption Type: N/A  
Civil Service Status: Unclassified  
Position Grade: D3  
**Opening date: July 1, 2022**

### **Legal Services Clerk**

Employment Status: Full-time  
Reports To: Team Leader  
Division: Juvenile Clerk of Courts  
Starting Rate: \$15.50/ hr. (\$32,240.00)  
**Closing date: Open until filled**

Performs general and routine clerical duties in support of the Juvenile Clerk of Court's Office; receives and processes legal documents; provides general information and assistance to Court staff, attorneys, and the public.

### **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 optional Deferred Compensation Plans.

### **WORK HOURS & LOCATION**

*Full-time / Holidays off*  
**Monday through Friday**  
**8:00 am – 4:00 pm**

Lorain County Justice Center  
225 Court Street - 1<sup>st</sup> floor, Elyria, Ohio 44035

### **JOB RELATED REQUIREMENTS:**

High School diploma or GED required. 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 <https://www.lcdrc.org/employment/>

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