



# Lorain County Domestic Relations Court

## Job Posting

**Classification Title:**

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: J19

**Opening date: July 25, 2022****Quality Assurance Manager**

Employment Status: Full-time

Reports To: Court Administrator

Division: Administration

Starting Rate: \$27.00/hr. (\$56,160.00)

**Closing date: Open until Filled**

### DISTINGUISHING JOB CHARACTERISTICS

Responsible for monitoring and evaluating court programs and practices. Ensures program fidelity by measuring utilization of program model services and tools. Collects and interprets statistical data on filings, case activity, contact standards and outcomes. Produces quarterly and annual reports to state agencies and systems partners. Strong analytical and problem-solving skills with the ability to work independently, manage priorities, and meet deadlines.

### 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 to 4:00 pm***Shift flexibility and remote work will be considered*Lorain County Justice Center, 225 Court Street-2<sup>nd</sup> floor, Elyria, Ohio 44035

### JOB RELATED REQUIREMENTS:

- Bachelor's degree in Statistics, Business Administration, Quality Assurance, or related field with five (5) years of relevant experience.
- Ability to communicate appropriately with professional staff, Court staff, and the general public.
- Proficient in Microsoft Excel, Word, Access, and PowerPoint and able to analyze and present data in statistical in graphical format.
- Must possess a valid driver's license and proof of insurance.
- Satisfactory criminal history check.

Application may be downloaded at [www.ledrc.org](http://www.ledrc.org)

Please send a completed application to: Tim Weitzel, Court Administrator,

Lorain County Justice Center, 225 Court Street, 4<sup>th</sup> Floor, Elyria, Ohioor email to: [Tim.Weitzel@lcfct.org](mailto:Tim.Weitzel@lcfct.org)