



Lorain County Domestic Relations Court

Job Posting

Classification Title:

Control Room Clerk

FLSA Status: Non-exempt

Employment Status: Full-time

Exemption Type: N/A

Reports To: Shift Supervisor

Civil Service Status: Unclassified

Division: Residential Services

Position Grade: J10

Rate: \$18.00/hr. (37,440.00)

Opening date: August 5, 2022

Closing date: Open until filled

DISTINGUISHING JOB CHARACTERISTICS

Monitors youth behavior and maintains responsibility for security within detention home. Monitors and controls activities and movements within the facility through use of surveillance equipment, electronic door locks, alarms and speaker systems in accordance with established procedures, process and requirements. Alerts staff of security breaches, youth altercations and other security issues.

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

Sunday through Wednesday *Night shift / 12-hour shifts / 8-hours of built-in overtime per pay*

6:00 pm – 6:00 am, Sunday, Monday and Tuesday

6:00 pm – 6:00 am, Every other Wednesday

Hours of work may vary due to the needs of the facility.

JOB RELATED REQUIREMENTS:

- Must be at least 21 years of age.
- High school diploma or GED required. A 4-year college degree with a major in a Behavioral Science is preferred.
- Ability to read, write and communicate appropriately with adolescents, professional staff & public.
- Satisfactory criminal history and driving check.
- Mandatory drug/alcohol screening.
- Valid driver's license & proof of insurance.
(No more than 1 moving violation in past 3 years).

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

Please send completed application to:

Tim Weitzel, Deputy Court Administrator,

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

or email to: Tim.Weitzel@lcfct.org

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