



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: J10

Opening date: October 18, 2022

Control Room Clerk

Employment Status: Full-time

Reports To: Shift Supervisor

Division: Residential Services

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

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, processes, and requirements. Alerts staff of security breaches, youth altercations, and other safety and 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.
- Automatic overtime pay when working on a holiday.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and Deferred Compensation Plans.

WORK HOURS & LOCATION

Night shift 6:00 pm to 6:00 am

Sunday, Monday, Tuesday, and every other Wednesday

12-hour shifts with 8-hours of built-in overtime per pay

Lorain County Detention Home, 9967 South Murray Ridge Road, Elyria, OH 44035

JOB RELATED REQUIREMENTS:

- Must be at least 21 years of age.
- High school diploma or GED required.
- Ability to read, write, and communicate appropriately with youth, professional staff, and public.
- Satisfactory criminal history and driving check.
- Mandatory drug/alcohol screening.
- Valid and active driver's license with proof of insurance. No more than 1 moving violation in the past 3 years.

Download application at www.lcdrc.org/employment

Please email completed application to Tim.Weitzel@lcfct.org

Tim Weitzel, Juvenile Court Administrator,

Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio 44035

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