



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt
Exemption Type: N/A
Civil Service Status: Unclassified
Position Grade: D5
Opening date: March 22, 2023

Program Assistant

Employment Status: Full-time
Reports To: Director of Court Services
Division: Court Services
Starting Rate: \$16.00/hr. (\$33,280)
Closing date: Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Provides program and clerical assistance to the Court Services Division, which includes the Domestic Relations Court Help Center, Separating Parents Seminar, mediation services, and all other services provided by the Court Services Division. Maintains flexibility in work hours to accommodate the needs of the Court, Seminar schedule, 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 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 8:30 a.m. to 4:30 p.m.
One Saturday, every other month from 8:00 a.m. to 12:30 p.m.
One Monday evening, every other month from 5:00 p.m. to 9:30 p.m.

Lorain County Justice Center
225 Court Street, 2nd floor, Elyria, Ohio 44035

JOB RELATED REQUIREMENTS:

- High school diploma or GED
- Ability to communicate appropriately with professional staff, Court staff, and general public
- Proficient in Microsoft Platform
- Valid driver's license and proof of insurance. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.
- Satisfactory criminal history check and mandatory Drug/Alcohol Screening

Application may be downloaded at www.lcdrc.org
Please email a completed application to: Tim.Weitzel@lcfct.org
Tim Weitzel, Juvenile Court Administrator, 225 Court Street, 4th Floor, Elyria, Ohio

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