



# Lorain County Domestic Relations Court

## Job Posting

**Classification Title:**

FLSA Status: Exempt

Opening date: June 30, 2023

**Personal Staff Magistrate**

Reports To: The Honorable Lisa I. Swenski

Closing date: July 17, 2023

**DISTINGUISHING JOB CHARACTERISTICS**

Responsible for a high-volume case docket for matters including, but not limited to: Children Services' cases (abuse, neglect, and dependency), uncontested divorce hearings, dissolution hearings, temporary orders hearings, and domestic violence cases. These duties are exemplary and additional job duties may be assigned. This position is for a Personal Staff Magistrate who serves at the discretion of the Judge. Personal characteristics including integrity and discretion are of the utmost importance.

**BENEFITS OF EMPLOYMENT**

- \$90,000 - \$100,000 starting salary depending on experience.
- 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***In person ~ Full-Time***Monday through Friday, 8:00 am to 4:00 pm**

**Later hours may be required. On call status one month every quarter to take after-hours calls from LCCS and/or the Prosecutor.**

Lorain County Justice Center, 225 Court Street, 2<sup>nd</sup> floor, Elyria, Ohio 44035

**JOB RELATED REQUIREMENTS:**

- Juris-Doctorate from an accredited law school with at least four (4) years of experience practicing law. Must possess an active license to practice law in the State of Ohio in good standing with the Supreme Court of Ohio
- 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
- Subject to Judicial Canons (including but not limited to financial disclosure form)

**Please email a resume and cover letter to special designated email:**

Billena Porter, Administrative Secretary to Judge Lisa I. Swenski

[b.porter.resume@lcfct.org](mailto:b.porter.resume@lcfct.org)

All resumes will be held in strictest confidence. Submission of a resume does not guarantee an interview. Please submit resume and cover letter by July 17, 2023 at 4:00 p.m.

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