



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: D3

Opening date: August 28, 2023

Legal Services Clerk

Employment Status: Full-time

Reports To: Team Leader

Division: Juvenile Clerk of Courts

Starting Rate: \$15.50/ hr. (\$32,240.00)

Closing date: Open until filled

Performs general and routine clerical duties in support of the Juvenile Clerk's Office; receives and processes legal documents; provides general information and assistance to Court staff, attorneys, 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 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

8:30 am – 4:30 pm

Lorain County Justice Center
225 Court Street - 1st floor – Room 110, Elyria, Ohio 44035

JOB RELATED REQUIREMENTS

High School diploma or GED required. Ability to work and communicate appropriately with professional staff, coworkers, and the general public. Must be able to lift and move boxes weighing up to 30 pounds. Computer literacy & typing ability preferred. Spanish speaking ability is a plus. Valid and active driver's license and proof of insurance. Satisfactory criminal history check.

Downloaded the application at <https://www.lcdrc.org/employment/>

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

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

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