Lorain County Domestic Relations Court

Job Posting

Classification Title:		**Program Aide – Diversion Services**	
FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Diversion Services Coordinator
Civil Service Status:	Unclassified	Division:	Juvenile Probation
Position Grade:	J3	Rate:	$15.50/hr. ($32,240.00)
Opening date:	**August 28, 2023**	**Closing date:**	**Open until Filled**

DISTINGUISHING JOB CHARACTERISTICS

Provides clerical support to the Diversion Services Department. Schedules meetings, registers cases, enters data, e-files documents, prepares and mails documents, emails correspondence, answers telephone calls and responds to inquiries.

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

Full-Time – Holidays off
Monday through Friday - 8:00 am to 4:00 pm

LOCATION:

1070 Infirmary Road, Elyria, Ohio 44035

JOB RELATED REQUIREMENTS:

- High School diploma or GED required.
- Ability to work and communicate appropriately with professional staff, Court staff, and the general public.
- Must be detail-oriented and proficient in Microsoft Platform.
- Must possess a valid driver's license and proof of insurance.
- Satisfactory criminal history check.
- Must become a notary public within one (1) year of employment.

Application may be downloaded at www.lcdrc.org
Please send a completed application to: Tim Weitzel, 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