



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: J5

Opening date: January 4, 2024

Probation Assistant- Crossroads

Employment Status: Full-time

Reports To: Probation Supervisor

Division: Juvenile Probation

Starting Rate: \$16.00/hr. (\$33,280.00)

Closing date: Open until filled

DISTINGUISHING JOB CHARACTERISTICS

Supports the Crossroads Evening Reporting Program staff by completing home, school, and visits within the community, and providing general program assistance. Transports and supervises juveniles to and from Crossroads, court hearings, secure detention, summer programs, recreational activities, and community service and other activities as needed.

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 Deferred Compensation Plans.

WORK HOURS & LOCATION

Monday through Friday – 1:00 p.m. to 9:00 p.m.

Summer hours are Monday through Friday – 8:00 a.m. to 4:00 p.m.

Some scheduling flexibility, including evening hours, may be required
1064 Infirmary Road, Elyria, OH 44035

JOB RELATED REQUIREMENTS:

- High School Diploma or GED required.
- Ability to relate and communicate effectively with youth and parents, model appropriate interpersonal action skills for youth, recognize when further direction and/or assistance is needed, recognize boundaries between job duties and authority.
- 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.

Download application at <https://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

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