



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: February 21, 2024**Probation Assistant**

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

Provides assistance to the Juvenile Probation Department by transporting youth, delivering summonses, completing DNA swabs, drug screens, community visits to the home and school, installing, and removing electronic monitors, completing and/or delivering paperwork, as requested by the Probation Supervisor. Performs tasks related to vehicle maintenance scheduling, inspection, and inventory of designated Court fleet.

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, personal days, 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 – 8:00 am to 4:00 pm

Some scheduling flexibility, including evening hours, may be required
Lorain County Justice Center, 225 Court St., 2nd Floor, Elyria, OH 44035

REQUIREMENTS:

- High School Diploma or GED required.
- Valid driver's license and proof of insurance.
- Must be eligible to drive under the County Commissioner's Driver/ Vehicle Risk Reduction Program.
- Mandatory Drug/Alcohol Screening, Diana Screening, and criminal history check.
- 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.

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

Please email completed application to employment@lcfc.org

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

LORAIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER