



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: D10

Opening date: August 5, 2026

Court Services Specialist

Employment Status: Full-time

Reports To: Deputy Court Admin

Division: Court Services

Starting Rate: \$20.00/hr.

Closing date: Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Conducts comprehensive investigations, evaluations, mediations, and/or home inspections of court-involved parties and makes recommendations to the Court. Facilitates and observes visitation between parties and child(ren), as ordered by the Court. Attends and assists the Judge in facilitating the monthly Seminar for Separating Parents. Maintains flexibility in work hours to accommodate the needs of the Court.

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 time, 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 a.m. to 4:30 p.m.

Seminar for Separating Parents

One Saturday, every other month from 8:30 a.m. to 12:30 p.m.

One Monday evening, every other month from 5:00 p.m. to 9:00 p.m.

Lorain County Justice Center, 225 Court Street, 2nd floor, Elyria, Ohio 44035

JOB RELATED REQUIREMENTS:

- Bachelor's degree in social work, psychology, or other closely related field
- Ability to communicate appropriately with professional staff, Court staff, and public
- Proficient in Zoom and Microsoft Platform
- 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, drug test, and Diana screening

Complete and submit an application at <https://www.lcdrc.org/employment/>

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