



Lorain County Common Pleas Court

Position Description

Classification Title: Information Technology Specialist

FLSA Status:	Exempt	Employment Status:	Full Time
Exemption Type:	N/A	Reports To:	Director of Information Technology
Civil Service Status:	Unclassified	Division:	Administration
Position Grade:	Exempt	Salary:	\$55,000 to \$65,000
Opening date:	April 27, 2026	Closing date:	Until filled

DISTINGUISHING JOB CHARACTERISTICS

Provides administrative and technical support to the Director of IT, Judges, Administration, and court staff. Assists with software training, case management upgrades, and other special projects.

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, sick, personal leave accrual.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and optional Deferred Compensation Plans.

WORK HOURS & LOCATION

Monday through Friday, 8:00 am to 4:00 pm

Maintains flexibility in work hours to accommodate the needs of the Court.

Evenings and/or weekends may be required for IT systems maintenance.

225 Court Street, 4th floor, Elyria, Ohio 44035

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Assists IT Director with maintaining all court-owned IT infrastructure. Assists with asset/inventory management, audio/visual equipment, and other hardware. Helps maintain user permissions, access controls, and related system settings. Sets up cellphones, tablets, workstations and printers.

Identifies opportunities to strengthen, streamline, and improve applications, processes, and procedures relative to office systems and technology solutions throughout the office. Makes recommendations as appropriate.

Assists court staff with e-filing and other case management system applications for criminal and civil cases. Must have the ability to learn new court processes, including related technology systems, and attend training as requested by IT Director/Administration.

Provides technical assistance, support and training for questions and issues related to computer systems, software, and hardware for employees of the Court. Responds to end-user questions either in person, over the phone, or by email.

Perform various tasks related to public records requests related to Court technology, video recording, editing, uploading and other duties as assigned by Administration. Assists in the collection of research and information for special projects, quality assurance reviews and audits.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, vendors, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments.

Works effectively in a team environment to accomplish organizational goals.

Anticipates and understands office strategies, objectives, and priorities needed to support effective office operations, improve performance, and achieve organizational goals.

Serves as liaison between the Court and other county offices, vendors, consultants, etc., on IT matters.

Ensures security is maintained to mitigate threats and risks to confidentiality, integrity, and availability of all information. Implements and maintains current best cybersecurity practices to protect systems from threat actors. Must ensure secure access to the Common Pleas Court and/or County IT systems and data.

KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES

To perform this job successfully, an individual must demonstrate the following:

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail. Strong analytical and problem-solving skills.

Experience with government information systems is preferred.

Experience with printing devices is preferred.

Demonstrates regular and predictable attendance.

Ability to read, write, and understand the Standard English language.

Demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities.

Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative and adaptability.

Ability to relate and communicate effectively, ability to recognize when further direction and/or assistance is needed, ability to recognize boundaries between job duties and authority.

Establish workload priorities.

Ability to take initiative, make appropriate decisions, maintain confidentiality, meet deadlines and work in a team environment.

Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently solve situations that arise and require immediate resolution.

Knowledge of networking, systems administration, databases, or scripting is a plus. May encounter support requests that require knowledge with network, server, database, hardware or software issues for the Court.

CONTACTS WITH OTHERS

Regularly coordinates with internal and external staff requiring a high degree of diplomacy and the ability to work with people in all types of positions. Regular contacts include Judges, multiple hardware and software vendors, elected officials, Magistrates, other Court staff, and IT staff within the county/other departments.

EDUCATION AND EXPERIENCE

Associate's degree, Bachelor's degree or Certification in Computer Science and/or Information Technology and/or a related field, or equivalent experience, preferred. Relevant work experience and/or training may be considered in lieu of a degree.

CONFIDENTIAL DATA

Ability to maintain confidentiality and exercise extreme discretion. Work involves general access to non-public and public records, organizational reports, plans and programs where considerable integrity is required to adequately safeguard the Court's relationship with the public.

WORKING CONDITIONS

Work is subject to frequent interruptions, constant reprioritization of work activities, and moderate to high degrees of stress. Occasional exposure to noise, dust, heat or other disagreeable elements, but none continuously present. Some exposure to dampness, cold, noise, dust and other conditions when running cable in basement, hot wiring closets, roofs and other locations. Travel may be required to offsite locations. Must have ready access to a personal vehicle.

PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability. While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Employees occasionally bend and reach when running cables, plugging wires into personal computers, setting up equipment, and other related tasks. Converses with others in person and by telephone. Vision include close, relatively detailed vision when using a computer screen and reviewing data. Duties involve concentrated mental and visual attention and/or coordination usually more than 50% of the time. Employee lifts and transports computer monitors, cables, CPUs, tools, and other items weighing between 20-40 pounds on an intermittent basis

ANNUAL SALARY/WORK HOURS

Competitive salary and an attractive benefits package is offered, including medical, dental, vision, life insurance, a retirement plan, deferred compensation and leave time.

The normal hours of operation are 8:00 AM to 4:00 PM, Monday through Friday. This position may require some work beyond normal work hours, including evenings or weekends (e.g., coming in early or staying late as needed)

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License and Proof of Insurance.

APPLICATION/RESUME

Interested candidates should submit a resume and cover letter to Sherry Clouser via email to scouser@loraincommonpleas.us.