



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number:	43-44
Date Posted:	March 19, 2019
Deadline to Apply:	Open Until Filled

POSITION: Court Secretary

DEPARTMENT: Hamilton County Municipal Court
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$17.01 per hour

Listed below are the **QUALIFICATIONS** for the position:

Any combination of training and work experience, which indicates possession of the knowledge, skills and abilities as listed in the job description. An example of an acceptable qualification for this position is:

A high school diploma or degree from a business school with emphasis on secretarial functions and one year of office experience involving secretarial skills. Previous Court or legal experience is preferred.

(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

Listed below is a summary of the **JOB DUTIES:**

This position provides secretarial services for Judges and Visiting Judges of the Municipal Court, as well as, Court Administration, and Court department heads. This is difficult and varied clerical work of unlimited complexity, which includes the operation of a computer and other related duties. Work involves providing transcription services, typing of technical or confidential material, as well as general typing and clerical tasks. Produces typed correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy, dictating machine or brief oral instructions. Performs filing activities and maintains files and records. Prepares legal papers and correspondence. Answers judicial, legal and personal mail for judges or administrative heads as requested. Types charges to juries, jury verdict forms, decisions, and other Court documents. Provides information to the public, jurors, judges, attorneys and other Court employees. Operates a variety of office equipment including computer, transcription machine, calculator, copier and fax machine. May be designated as Administrative Secretary to type and perform clerical tasks of a general or routine nature for the Administrative Judge, the Court Administrator or Assistant Court Administrator. Answers telephones and takes messages. Fills in for absent personnel when needed. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202