



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

Posting Number: 49-42
Date Posted: July 18, 2019
Deadline to Apply: Open Until Filled

POSITION: Cashier

DEPARTMENT: Hamilton County Municipal Court – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$15.65 per hour

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

A high school diploma or its equivalent, plus previous experience as a cashier or in a payment processing position is required. Must possess the knowledge, skills and abilities as listed in the job description. Must successfully complete a background investigation which includes a polygraph examination.

(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:**

Work involves the processing of monetary payments through the Probation Department and related clerical work. This position must also keep accurate records of all transactions, perform bookkeeping duties, and prepare reports as needed. Receives payments from probationers made by cash, credit card, or money order. Ensures that proper procedures are followed in acceptance of payments. Verifies cash payments and makes change when necessary. Issues a receipt for each payment. Maintains daily records of all transactions, records payments, balances accounts, and totals money received. Maintains all department financial records in an accurate and secure manner. Interprets operating procedures and guidelines to resolve unusual work problems or situations. Performs data entry work and computer queries. Answers telephones. Responds to inquiries from staff and the general public. Performs related duties 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