



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-47
Date Posted: January 14, 2020
Deadline to Apply: Open Until Filled

POSITION: Clerical Aide

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); Monday – Friday, 8:00 a.m. – 4:00 p.m.
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, and a good working knowledge of Microsoft Office programs. Skill in typing 55 words per minute. Prior office experience or experience in the criminal justice system is preferred. Must successfully complete a background investigation which includes a polygraph examination.

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

This position performs typing work and various clerical tasks in the Probation Department. Employees in this classification may be called upon to assist in several different areas in the Department since need dictates their assignment. Types letters, reports, and entries of a technical nature from copy, rough draft or from a transcriber; proofreads copy, including checking and correcting typing errors. Performs various clerical duties such as answering the phone, data entry, filing, distributing, and copying. Operates a variety of office equipment, including a multi-line telephone, computer, calculator, copy machine and fax machine. Performs clerical assignments for different units in the department as needed. Assumes duties of other clerical positions in their absence. Runs queries on Court Management System database. Performs messenger duties regularly or on special assignment. Assists with mail distribution. 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