



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

Posting Number: 42-21  
Date Posted: February 13, 2020  
Deadline to Apply: Open Until Filled

**POSITION: ADR Secretary**

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**DEPARTMENT:** Hamilton County Court of Common Pleas – Alternative Dispute Resolution (ADR) Office  
**LOCATION:** Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** 70 Hours Bi-weekly (full-time); Monday – Friday, 8 a.m. – 4 p.m.  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY:** \$16.21 per hour

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

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.

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

This position provides secretarial services for the Alternative Dispute Resolution (ADR) Office. This is difficult and varied clerical work of unlimited complexity, which includes the operation of a computer and other related duties. Work involves the preparation of technical or confidential material, as well as general typing and clerical tasks. Schedules and confirms mediations. Prepares files on all cases referred for mediation. Enters data into computer to track progression of cases through mediation. Creates and maintains spreadsheets using Excel. Produces typed correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy or brief oral instructions. Performs filing activities and maintains files and records. Prepares legal papers and correspondence. Provides information to the public, judges, attorneys and other Court employees. Operates a variety of office equipment including computer, copier and fax machine. Prepares paperwork and conference rooms for mediations. Answers telephones and takes messages. Orders approved supplies, equipment and furnishings. Handles mail. 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](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202