



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

Posting Number: 49-51
Date Posted: January 7, 2021
Deadline to Apply: Open until filled

POSITION: Personnel Officer

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)
FLSA STATUS: Salaried/Exempt
SALARY: \$1,745.35 Bi-weekly

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 its equivalent with a minimum of three years' experience in human resources and/or office management. A college degree in human resources, public administration, business administration or related field and some court experience is preferred.

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**:

This is work in assisting the Personnel Director, Court Administrator, Assistant Court Administrator or Assistant Chief Probation Officers with routine and non-routine administrative duties. Duties include working in a number of administrative areas such as personnel, payroll and budget. Transmits decisions and directives. Prepares correspondence and directives to employees. Provides technical advice to aid Personnel Director, Court Administrator and department heads in decision making. Prepares, records and calculates FMLA requests. Processes the initial paperwork of workers compensation claims. Maintains personnel, payroll and leave records for the Probation Department and the Court Reporters Office. Ensures completeness and accuracy of all employee databases. Acts as liaison with other County departments in personnel matters. Prepares entries for hiring, promotion and annual merit increases. Prepares and processes retirement correspondence to Personnel Department and P.E.R.S. Prepares and monitors payroll. Prepares healthcare correspondence and all related matters for the Probation Department and the Court Reporters Office. Assists in preparation of the budget. Administers special programs and projects and coordinates specific auxiliary functions as directed. Provides assistance to the Personnel Director concerning personnel issues. Notifies and ensures the completion of employees' probationary and annual evaluations. Maintains records management within the administrative office. Performs public relations duties by furnishing information and explanation of programs to employees. Answers general department questions. Acts as receptionist as needed. 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