



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

Posting Number: 43-59
Date Posted: April 13, 2021
Deadline to Apply: April 28, 2021

POSITION: Assignment Clerk

DEPARTMENT: Hamilton County Municipal Court – Assignment Commissioner’s Office
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$16.55 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 its equivalent, and one to two years of experience in office operations or criminal justice. Some college education 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**:

Performs trial scheduling tasks for particular Judges for cases referred to the Assignment Commissioner’s Office. Timely assigns misdemeanor cases for trial. Performs computerized data entry for each case setting on the Judge’s calendars. Prepares a continuing record of all case settings. Accepts and sets all pre-trial and post-conviction motions, jury demands and time waivers. Performs all checking procedures designed by the Assignment Commissioner to reduce error. Answers telephone inquiries concerning court dates and basic scheduling procedures. Assists Magistrates in traffic court. Assists the general public with court procedures, answering inquiries about court dates, motion filings, etc. Performs queries in RCIC/CMS for accurate retrieval of court data. Transports paperwork to and from courtroom. Enters court dates set in courtroom. Types and files for statistical department. Retrieves files for case re-assignment. Performs minimal maintenance on computer terminals. 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