



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

Posting Number: 42-30
Date Posted: September 16, 2021
Deadline to Apply: Open Until Filled

POSITION: Case Scheduler

DEPARTMENT: Hamilton County Court of Common Pleas – Assignment Commissioner’s Office
LOCATION: 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: \$16.55 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. Prior office experience or experience in the criminal justice system is preferred.

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

This position assists with the scheduling of civil and criminal cases in the Court of Common Pleas. Work involves the advanced operation of a computer terminal and various clerical duties. Work entails both following established procedures for case scheduling and also the use of independent judgment. Performs scheduling tasks for criminal and civil cases. Schedules the Magistrate’s calendar (garnishments, judgment debtor exams, pre-judgment hearings, executions, evictions, etc.). Transfers data from original document to the computer database regarding case disposition or future case settings. Sends postcards regarding designated case settings. Verifies scheduling information. Queries data from the computer and performs research on cases. Communicates with the courtrooms to ensure proper case scheduling. Assists with the duties of fellow staff members in the Assignment Commissioner’s Office in their absence or when necessary. Responds to requests for information from the public, court employees, or other departments. Various clerical tasks. 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