



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

Posting Number: 42-33
Date Posted: December 17, 2021
Deadline to Apply: Open Until Filled

POSITION: Specialized Docket Assistant

DEPARTMENT: Hamilton County Court of Common Pleas – Judge Nicole Sanders
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$42,206 – \$59,495 Annually

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. Also, must possess the knowledge, skills and abilities as listed in the job description.

(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 position provides assistance to the Judge and courtroom staff in Drug Court. Employees in this classification may be called upon to assist the Court in several different capacities and perform varied clerical work of unlimited complexity. Work is supervised by the Drug Court Judge. Performs various clerical and operational tasks for Drug Court. Performs data collection tasks and data entry. Assists with the process of applying for and maintaining grants. Produces typed correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy, or brief oral instructions. Assists with the process of certification and recertification of Drug Court with the Ohio Supreme Court. Performs filing activities and maintains files and records. Operates a variety of office equipment including computer, copier and fax machine. Provides assistance to other Common Pleas specialized courts when needed. Answers telephones and takes messages. Fills in for absent personnel when needed. 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