



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

Posting Number:	48-5
Date Posted:	April 29, 2022
Deadline to Apply:	Open Until Filled

POSITION: Receptionist

DEPARTMENT: Hamilton County Court of Common Pleas – Court Reporter’s 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: \$13.76 per hour

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

High school diploma or its equivalent. Previous office experience is preferred.

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

Operates a multi-line telephone answering all calls coming into the department. Takes messages for absent and occupied personnel and accurately relays such information. Routes calls to the appropriate individual, department, or agency. Greets visitors coming into the department. Provides preliminary contact with the general public and office visitors, and screens visitors according to office procedures. Assists callers and visitors by providing requested information and answers to questions. Receives and distributes all incoming mail, packages, and departmental correspondence. Acts as a messenger transporting documents to other agencies as needed. May be required to perform some basic clerical duties, including filing, typing, data entry, and computer queries. Fills in for absent clerical staff 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