



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

Posting Number: 43-71
Date Posted: September 9, 2022
Deadline to Apply: Open Until Filled

POSITION: Data Entry Clerk (part-time)

DEPARTMENT: Hamilton County Municipal Court – Pretrial Services
LOCATION: Hamilton County Justice Center, 1000 Sycamore, Cincinnati, OH
WORK HOURS: Approximately 58 hours bi-weekly (part-time), Monday - Friday, 9 a.m. - 2 p.m. (hours are flexible)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$16.43 per hour

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

A high school diploma or its equivalent, and a working knowledge of Microsoft Office programs. Previous office experience or experience in the criminal justice system is preferred.

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

Personnel in this classification perform routine data entry and clerical duties. Actual work tasks vary based upon the department to which the position is assigned. Performs data entry tasks and accurately inputs data into the computer database. Queries data from the computer. Utilizes CMS (Court Management System) on a daily basis. Answers telephone calls into the department and provides assistance and/or routes calls appropriately. Greets visitors coming into the department. Provides preliminary contact with the general public and office visitors, and screens visitors according to office procedures. Performs general clerical tasks, including typing, scanning, and filing. Operates a variety of office equipment, including a computer, copier, scanner, and fax machine. Acts as a messenger transporting documents to other agencies as needed. Receives and distributes all incoming mail, packages, and departmental correspondence. Provides back up for the clerical staff as 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