



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

Posting Number: 42-42
Date Posted: August 23, 2022
Deadline to Apply: Open Until Filled

POSITION: Public Information Officer (Revised 11/23/22)

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$60,564 - \$88,755 Annually

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

A bachelor's degree from an accredited institution in Public Relations, Communications, Journalism, Marketing, or related field and a minimum of two years of relevant work experience. Prior work experience in the court 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 is responsible for public relations on behalf of both the Hamilton County Court of Common Pleas and the Hamilton County Municipal Court. Work involves the management of publications, media releases, messaging, websites, and other public communications. Oversees all public relations activities and communications of the Courts. Develops strategies to promote and maintain a positive image of the Courts. Prepares and disseminates news stories, press releases, and public service announcements. Develops and maintains various social media accounts for the Courts and creates the content. Responsible for media relations and acts as the Court's spokesperson. Interacts and communicates with media organizations including newspaper, television, and radio; ensures that the Court's position is relayed in an accurate manner. Assists with Court's website and developing the design and content of the website. Creates materials such as annual reports, brochures, reports, program materials, videos, newsletters, letters, and presentations as needed. Represents the Court at various events and speaks on the Court's behalf. Helps with organizing tours and outreach events. Makes presentations to Judges, employees, community groups, other agencies, etc. Develops marketing and public relations initiatives and materials. Highlights special events and accomplishments of the Court, individual Judges, and Court employees. 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