



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

Posting Number: 42-45
Date Posted: November 21, 2022
Deadline to Apply: Open Until Filled

POSITION: Magistrate Assistant

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly, Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$22.56 per hour

Highly Competitive Employee Benefits Package and Generous Paid Time Off

Listed below are the QUALIFICATIONS for the position:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities as listed in the job description. An example of an acceptable qualification for this position is:

A high school diploma or its equivalent, and one year of office or Court experience.

(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:

Work involves the scheduling of Civil Stalking Protection Order hearings assigned to the Court of Common Pleas Magistrate. Duties necessitate frequent communication with the Assignment Commissioner's Office. Schedules cases referred to the Court of Common Pleas Magistrate. Prepares daily stalking docket. Provides technical information to aid the Magistrate. Prepares necessary paperwork for ex parte hearings and CPO full hearings. Checks all civil dockets in advance for accurate scheduling on a daily basis. Maintains an electronic case card of all case dispositions heard daily by the Court of Common Pleas Magistrate. Faxes daily dockets to the Assignment Commissioner after the case cards are updated. Maintains accurate records of civil cases for Common Pleas Judges monthly reports. Prepares weekly Active CPO Case Report for the courtroom clerk. Prepares Entries Adopting Magistrate's Decision for processing. Insures completeness and accuracy of CPO Excel database. Orders inmates from the Hamilton County Sheriff's Office for required CPO Court appearances before the Court of Common Pleas Magistrate. Queries data from R.C.I.C. database. Screens individuals desiring to meet with the Magistrate. Answers phone and delivers mail. 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