



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

Posting Number: 49-75
Date Posted: January 18, 2024
Deadline to Apply: Open Until Filled

POSITION: Clerical Coordinator

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours biweekly (full-time); Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$23.57 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 knowledge, skills, 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 a good working knowledge of Microsoft Office programs. Prior office experience and experience in the criminal justice/court system is preferred. Must be RCIC and LEADS certified or obtain certification once employed.

Must successfully complete a background investigation which includes a polygraph examination.
(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 is a responsible position performing advanced clerical and administrative duties in the Probation Department. Assists with the daily operation of Probation Intake. Performs advanced clerical duties in addition to the more routine clerical duties such as answering the phone, data entry, filing, distributing, and copying. Operates a variety of office equipment, including a multi-line telephone, computer, calculator, copy machine and fax machine. Responsible for creating and disseminating "new employee" emails to the department. Creates content for the monitors in the Probation waiting areas. Updates the Probation website when needed. Runs the daily docket, the Chief's Warrant report, pulls any needed files, and compiles the daily "run" of files and documents that need to be taken to the Courthouse. Ensures Probationer files are placed in their appropriate location. Responsible for maintaining the inactive Probationer files and the destruction of old files when appropriate. Performs clerical assignments for the Chief, Assistant Chief, and different units in the department as needed. Assumes duties of other clerical positions in their absence. Runs queries on Court Management System database. Provides training and technical assistance to department staff. Maintains an employee photo directory. Assists in maintaining supply levels and assures proper functioning of clerical equipment. Contacts maintenance for building issues. Performs related duties 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