



# Hamilton County, Ohio Court of Common Pleas Municipal Court Job Opportunity

An Equal Opportunity Employer

Posting Number: 42-60  
Date Posted: February 8, 2024  
Deadline to Apply: Open Until Filled

## POSITION: Public Information Officer

**DEPARTMENT:** Hamilton County Court of Common Pleas  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly *(Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.)*  
**FLSA STATUS:** Salaried/ Exempt  
**SALARY RANGE:** \$65,504 - \$95,995 Annually

**Highly Competitive Employee Benefits Package and Generous Paid Time Off**

### 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 managing public information on behalf of the Hamilton County Court of Common Pleas. Work involves the management of publications, media releases, websites, and other public communications. Oversees all public information activities and communications relating to the functions of the Court. Prepares and disseminates press releases and public service announcements. Develops and maintains various social media accounts for the Court and creates the content. Responsible for media relations. Interacts and communicates with media organizations including newspaper, television, and radio. 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. Helps with organizing tours and outreach events. Makes presentations to Judges, employees, community groups, other agencies, etc. Highlights special events and accomplishments of the Court 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](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202