



Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 42-63
Date Posted: April 9, 2024
Deadline to Apply: Open Until Filled

POSITION: Administrative Assistant

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Salaried/ Exempt
SALARY: \$50,214 – \$72,907 Annually (salary is commensurate with education and/or experience)

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 or at least five years of administrative work experience. Also must possess the Knowledge, Skills and Abilities as well as the Core Competencies as listed.

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

This position performs high level clerical and administrative support to Judges and Court Administration personnel.

Essential Functions

- Produces typed correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy, dictating machine or brief oral instructions.
- Establishes and maintains filing system for Court Administration.
- Creates and maintains spreadsheets.
- Prepares legal papers and correspondence, including jury letter merges and mailings.
- Provides information to the public, jurors, judges, attorneys and other Court employees.
- Processes security badges for attorneys and certified paralegals.
- Operates a variety of office equipment including computer, transcription machine, calculator, copier and fax machine.
- Answers telephone, directs calls, and takes messages.
- Orders approved supplies, equipment and furnishings.
- Handles mail, including distribution of incoming mail and assistance with outgoing mail.
- Coordinates meetings and catering for special Court functions to include Judges' committee meetings and other events.
- Orders and maintains inventory of court forms, Judges' stationery and envelopes, as well as business cards and notepads for Judges and staff.
- Coordinates logistical office moves for existing and new employees.
- Attends and takes minutes at judicial meetings and other meetings upon request.
- Maintains schedule of all Court appointments to Boards and Committees, planning for and documenting when appointments are made; creates all related entries and correspondences.
- Prepares press release email contact list.
- Maintains court phone list.
- Performs related duties as required.

The aforementioned duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Knowledge, Skills and Abilities

- Knowledge of secretarial and modern office practices and procedures.
- Knowledge of legal terminology.
- Excellent knowledge of English grammar, spelling, and punctuation.

- Good working knowledge of and ability to use Microsoft Office programs.
- Ability to learn complex clerical tasks in reasonable time and to produce satisfactory and accurate volume of work.
- Ability to communicate with others in a professional, courteous and respectful manner.
- Ability to prepare work neatly and precisely, often under pressure.
- Ability to understand and follow instructions as given, and follow them through to completion.
- Ability to effectively multi-task and determine priority of work.
- Ability to assemble dictated and written materials into approved constructed form.
- Ability to maintain confidentiality of sensitive information.
- Ability to operate standard office equipment such as computer, copier, calculator, fax, postage machine, etc.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principle of fractions; and the ability to interpret graphs.
- Ability to exercise judgement, and decisiveness and creativity in situations involving the evaluation of information.

Core Competencies

- **Knowledge, Skills, and Abilities:** Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create solutions. Technical/professional expertise is demonstrated through problem-solving, applying professional judgement, and competent performance.
- **Decision Making/Problem Solving:** Makes sound, well-informed, and objective decisions in a timely manner. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences. Calculates and evaluates the long-term consequences of decision.
- **Stress Tolerance:** Maintains effective performance under pressure; handles stress in a manner that is acceptable to others and to the organization. Stays calm and even-tempered when handling crisis, stressful situations, continuous change, or unexpected developments. Is able to recover from difficult situations.
- **Teamwork:** Works effectively in a team environment to accomplish organizational goals. Helps create and maintain strong morale and a feeling of belonging in their team.
- **Conflict Management:** Uses appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people; able to size up situations quickly; able to identify common interests; facilitate resolution.
- **Cultural Competence:** Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; respectfully challenges bias and intolerance. Supports equal and fair treatment.
- **Communication:** Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message in invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.
- **Collaboration:** Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Seeks and encourages win-win alternatives.
- **Dependability and Reliability:** Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

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