



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 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.

**Essential Functions**

- 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.

**Marginal Functions**

- Performs related work as required.

**Positions Supervised**

None.

### ***Knowledge, Skills and Abilities***

- Knowledge of the criminal justice system, court procedures and related operations.
- Knowledge of legal terminology and concepts.
- Knowledge of public relations, social media, and graphic design.
- Strong written and verbal skills.
- Skill in public speaking, marketing, and the use of various social media platforms.
- Ability to communicate effectively and present material clearly in written and oral form.
- Ability to recognize and address sensitive interpersonal relationships.
- Ability to relate well to the public, judges, lawyers and court personnel and work with diverse populations.
- Ability to communicate with others in a professional, courteous and respectful manner.
- Ability to exercise independent judgment and make decisions.
- Ability to read and prepare reports with recommendations, correspondence, instructions, rules and manuals.
- Must maintain confidential information as required.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

### ***Working Conditions***

Moderate noise in courtroom setting.

### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, typing and viewing computer screens.
- Must be able to transfer up to 25 pounds.
- Ability to sit continuously at a work station for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to converse effectively with other individuals both in person and by telephone.
- Visual ability sufficient to operate standard office equipment such as fax machine, copier and computer, and to read and prepare reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.

### ***Communications***

Conveys and receives information in person, in writing, and over the telephone, as well as by automated means.

## **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