



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

Posting Number: 42-70
Date Posted: September 3, 2024
Deadline to Apply: Open Until Filled

POSITION: Judicial Assistant

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/Not covered by FLSA
SALARY: \$38,695 – \$59,221 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 and a good working knowledge of Microsoft Office programs. Prior office experience and experience in the criminal justice/court system is preferred.

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

The Judicial Assistant assists in courtroom operations performing administrative, secretarial, and clerical tasks for one or more judges. Supervision is provided by the assigned Judge(s).

Essential Functions

- Prepares and manages the court's civil case calendar and docket.
- Schedules civil cases for hearings and court proceedings as needed.
- Keeps civil case cards up-to-date on a daily basis.
- Responds to phone calls, emails, and court correspondence in a professional, timely basis.
- Maintains the Judge's professional calendar.
- Provides organizational support to the courtroom by recording the civil daily docket, submitting necessary paperwork to the Assignment Commissioner's Office, filing documents with the Clerk's Office, securing language interpreters when needed, and communicating with the Jury Commissioner's Office and ordering jurors when needed.
- Performs routine clerical tasks such as data entry, filing, photocopying, preparing simple entries, and obtaining necessary office supplies.
- Answers telephone inquiries into the courtroom.
- Retrieves and returns needed case files from the Clerk's Office or Judge's filing cabinets prior to court proceedings.
- Contacts attorneys concerning court dates and pending cases.
- Coordinates conference calls and virtual (Zoom) meetings as required.
- Assists the Staff Attorney/Law Clerk with civil matters as instructed.

Marginal Functions

- Covers for courtroom staff in their absence.
- Performs related duties as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Knowledge of the court system, court procedures and related operations.
- Knowledge of desk-top applications used by the courts, including Microsoft Office (Word, Excel, Access, PowerPoint).
- Good knowledge of legal terminology and English grammar.
- Ability to prepare work neatly and precisely.
- Ability to effectively multi-task and determine priority of work.
- Ability to establish and maintain effective working relationships with other Court employees, employees from other agencies, attorneys, and the general public.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.
- Ability to communicate effectively in written and oral form.
- Ability to represent the court in a respectful manner and to maintain confidential information.

Working Conditions

Moderate noise in business or courtroom setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, typing, and reaching with hands and arms.
- Ability to transfer up to 20 pounds.
- Ability to sit continuously at a computer terminal or in the courtroom for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax machine, a computer, case management software, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

Communications

Conveys and receives information in person 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
Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202