



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

Posting Number: 42-72
Date Posted: October 31, 2024
Deadline to Apply: Open Until Filled

POSITION: Administrative Specialist

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street Room 410, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly, Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY RANGE: \$24.40 per hour

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 listed in the job description, including a good working knowledge of Microsoft Office programs.

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

This position provides clerical and administrative support to Judges and Court Administration personnel. Work is supervised by the Court Administrator.

Essential Functions

- Answers telephone, directs calls, and takes messages.
- Produces typed correspondence, reports, and materials of a technical or confidential nature.
- Establishes and maintains filing system for Court Administration.
- Creates and maintains spreadsheets.
- 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, calculator, copier and fax machine.
- Provides clerical and administrative support to Judges and Court Administration personnel.
- Orders approved supplies, equipment and furnishings.
- Handles mail, including distribution of incoming mail and assistance with outgoing mail.
- Coordinates meetings and catering for Judges' meetings and special Court events.
- Orders and maintains inventory of court forms, Judges' stationery and envelopes, as well as business cards and notepads for Judges and staff.
- Maintains schedule of all Court appointments to Boards and Committees; plans for and documents when appointments are made; creates all related entries and correspondences.
- Maintains and distributes court phone list.
- Coordinates travel arrangements for Judges and Court staff.

Marginal Functions

- Contacts Facilities for building issues.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Knowledge of secretarial and modern office practices and procedures.
- Knowledge of legal terminology.

Knowledge, Skills and Abilities, cont.

- Excellent knowledge of English grammar, spelling, and punctuation.
- Good working knowledge of and ability to use Microsoft Office programs.
- Ability to communicate with others in a professional, courteous and respectful manner.
- Ability to prepare work neatly and precisely, often under pressure.
- Ability to learn complex clerical tasks in a reasonable time and to produce a satisfactory and accurate volume of work.
- 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 machine, 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; and the ability to utilize fractions.
- Ability to exercise judgement, and decisiveness and creativity in situations involving the evaluation of information.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of walking, sitting, standing, talking, listening, stooping, crouching and reaching with hands and arms, typing and viewing computer screens
- Must be able to transfer up to 20 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 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 and by 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