



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number: 43-87
Date Posted: October 4, 2024
Deadline to Apply: Open Until Filled

POSITION: Personnel Aide

DEPARTMENT: Hamilton County Municipal Court
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); Monday – Friday, 8 a.m. – 4 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$30.67 per hour

Listed below are the **QUALIFICATIONS** for the position:

Any combination of training and work experience, which indicates possession of the knowledge, skills, and abilities listed in the job description. An example of an acceptable qualification for this position is:

A high school diploma or its equivalent, and a good working knowledge of Microsoft Office programs. Prior office experience or experience in court/government operations is required.

(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 assists the Administrative Assistant with personnel and fiscal tasks for the Municipal Court. This is difficult and varied clerical work of unlimited complexity which involves computer work, following established procedures, and independent judgment. This individual is responsible for performing the duties of the Administrative Assistant in their absence. Maintains employee personnel records and time sheets. Assists with the preparation of the budget and monitoring fiscal controls. Records expenditures and purchases and files invoices. Assists and collaborates with the Administrative Assistant on various tasks. Transmits correspondence to employees, Judges, and other agencies. Provides materials and services to Courtrooms and Departments. Schedules travel, makes reservations, and prepares travel expense reports and vouchers. Prepares and types required letters, records, and reports. Assists with employee onboarding, benefit enrollment, and other personnel matters. Assists with the transmission of the bi-weekly and semi-monthly payroll. Performs various clerical duties such as answering the phone, data entry, filing, distributing, and copying. Provides coverage for the Court Secretary during their absence. Acts as a liaison with other government agencies. 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
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202