



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

Posting Number: 49-84
Date Posted: October 25, 2024
Deadline to Apply: Open until filled

POSITION: Personnel 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: \$55,608 – 81,492 annually

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

A high school diploma or its equivalent with a minimum of three years' experience in human resources and/or office management. Also must possess the Knowledge, Skills and Abilities as listed in the job description, including a good working knowledge of Microsoft Office programs. A college degree in human resources, public administration, business administration or related field and some court experience is preferred.

Must successfully complete a background investigation which includes a polygraph examination.

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

This position performs administrative payroll and personnel duties for the Courts.

Essential Functions

- Maintains personnel, payroll, and leave records for employees of the Common Pleas and Municipal Court Probation Department and Court Reporters Office and ensures such records are consistent with the payroll register.
- Prepares and monitors payroll and payroll changes.
- Ensures employees' leave usage is in compliance with Court policies and accurately records all leave taken by employees.
- Determines employee anniversary dates and adjusted dates of service and ensures employees are credited with the appropriate amount of vacation, sick, and personal leave hours at the correct time.
- Creates and maintains spreadsheets; ensures completeness and accuracy of all employee databases.
- Provides employees with information about employment benefits and assists employees with the open enrollment process for benefits.
- Assists with the on-boarding of new employees and the completion of new hire paperwork.
- Prepares entries for hiring, promotion, and merit increases.
- Serves as liaison with other County departments in personnel and payroll matters.
- Prepares correspondence and directives to employees.
- Prepares, records and calculates FMLA requests.
- Processes the initial paperwork of workers compensation claims.
- Prepares and processes retirement correspondence to Personnel Department and OPERS.
- Provides assistance to the Personnel Director concerning personnel issues.
- Notifies and ensures the completion of employees' probationary and annual evaluations.
- Produces typed correspondence, reports, and materials of a technical or confidential nature.
- Provides administrative support to Judges and Court Administration personnel.
- Operates a variety of office equipment including computer, calculator, copier, and fax machine.
- Keeps the Personnel Director informed of any employee issues.

Marginal Functions

- Acts as a back-up to the Fiscal/Payroll Officer as needed.
- Performs related duties as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Knowledge of Court structure, operations, and personnel policies.
- Knowledge of federal and state law pertaining to personnel matters.
- 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 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 according to general deadline dates.
- Ability to maintain confidentiality of sensitive information.
- Ability to operate standard office equipment such as computer, copier, calculator, and fax machine.
- Ability to accurately perform addition, subtraction, multiplication, and division; and the ability to calculate decimals and percentages.
- Ability to exercise judgement, decisiveness, and creativity in situations involving the evaluation of information.
- Ability to define problems, collect data, correlate materials, establish facts, and draw conclusions.
- Ability to read and prepare reports, correspondence and instructions.
- Ability to trace transactions through various steps and processes to locate discrepancies.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, and typing and viewing computer screens.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously at a computer terminal for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to standard office equipment such as a computer, copier, and fax machine, 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