



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

Posting Number: 42-79
Date Posted: February 13, 2025
Deadline to Apply: Open Until Filled

POSITION: Community Outreach 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 will require work beyond normal hours.*)
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$67,469 – 98,874 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. Also must possess the knowledge, skills and abilities as listed in the job description.

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

The primary purpose of this position is to work under the direction of the Court Administrator to plan, develop, and implement a comprehensive public information and communication program in strategic alignment with the Court's mission; plan, organize, and maintain the internal and external communications of the Court; develop and maintain effective communication with the community and public relations sectors; manage internal/external outreach strategies, and coordinate special events.

Essential Functions

- Initiates and implements integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts are cohesive, consistent, and effective in supporting the mission and strategic plan of the Court.
- Plans, develops, and coordinates comprehensive communication programs, including media, public affairs, and publications, in close collaboration with other Court communications and/or public relations activities.
- Creates, plans and coordinates outreach events in the community.
- Coordinates surveys, evaluations, and assessments of communications activities to determine the effectiveness of the organization's communications plans.
- Assists with the content development and maintenance of the Court's website.
- Assists with the compilation of data and report requests.
- Serves as a liaison in various meetings related to assignments.
- Serves as a producer and scriptwriter for recorded videos.
- Coordinates special events.
- Monitors media relating to the Court.
- Assures quality and appropriateness of Court communication programs and initiatives, whether internally or externally produced.
- Creates and publishes press releases, marketing materials, newsletters, public announcements, and other correspondence and informational material.
- Responds to media inquiries and requests for information/documents in a timely and appropriate manner.

- Collaborates with legal representation to respond to requests for information.
- Networks with other media professionals.
- Develops and maintains various social media accounts for the Court and creates the content.
- Helps with organizing tours and outreach events.
- Makes presentations to Judges, employees, community groups, other agencies, etc.

Marginal Functions

Performs related duties 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 business office 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
Fax: (513) 946-5809

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