



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

Posting Number: 43-90
Date Posted: April 3, 2025
Deadline to Apply: Open Until Filled

POSITION: Language Services Specialist

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: \$21.90 per hour
Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

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 working knowledge of Microsoft Office programs. Previous office experience or experience in the criminal justice system is preferred. Bilingual applicants preferred.

(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 individual is responsible for providing assistance to the Language Services Administrator in securing language interpretation services for both the Municipal Court and the Court of Common Pleas.

Essential Functions

- Assists with reviewing court dockets to determine when interpreter services are needed.
- Assists with ensuring an appropriate interpreter is present for any case where a language services interpreter is needed.
- Maintains records of all interpreting and translating activities performed.
- Cross-checks records to verify that proper bills are submitted for payment for interpreter services.
- Performs the duties of the Language Services Administrator in their absence.
- Informs interpreters of procedures for providing services and for receiving payment for their services.
- Provides needed information to case parties, attorneys, and court personnel regarding interpreter services.
- Collects and analyzes data for the computation and submission of statistical records and reports concerning language services.
- Maintains the confidentiality of conversations which are of a confidential nature.
- Performs data entry tasks and accurately inputs data into the computer database.
- Answers telephone calls into the department and provides assistance and/or routes calls appropriately.
- Performs general clerical tasks, including typing, scanning, and filing.
- Operates a variety of office equipment, including a computer, copier, scanner, and fax machine.

Marginal Functions

- Acts as a messenger transporting documents to other departments as needed.
- Performs related duties 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