



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

Posting Number: 42-83
Date Posted: July 11, 2025
Deadline to Apply: Open Until Filled

POSITION: Payroll 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 some 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 high school diploma or its equivalent and also must possess the Knowledge, Skills and Abilities as listed in the job description, including a good working knowledge of Microsoft Office programs. Prior work experience in payroll and/or human resources, especially with HRIS products, is desired. A college degree in human resources, accounting, business administration or related field is preferred.

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

This position performs payroll, personnel, and administrative tasks for the Court of Common Pleas.

Essential Functions

- Maintains personnel, payroll, and leave records for employees of the Court of Common Pleas 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 and Judges with information about employment benefits and assists employees with the open enrollment process for benefits.
- Responsible for the on-boarding of new employees and the completion of new hire paperwork.
- Assists with the on-boarding of new judges including arranging for materials and orientation.
- Prepares entries for hiring, promotion, and merit increases.
- Enters requisitions and invoices for approval by the Fiscal Officer.
- Assists with FMLA requests and tracking FMLA leave periods.
- Registers employees for Civil Treatment training, maintains records of attendance, and ensures that all employees have attended.
- Tracks employee completion of the required Fraud training. Maintains records of attendance and a schedule of future training completion dates.
- Processes the initial paperwork of workers compensation claims.
- Prepares and processes retirement correspondence to Personnel Department and Auditor.
- Notifies and ensures the completion of employees' probationary and annual evaluations.
- Produces typed correspondence, reports, and materials of a technical or confidential nature.

- Sends out court-wide (or department specific) emails when needed.
- Serves as liaison with other County and State departments in personnel and payroll matters.
- Coordinates employee parking at Parkhaus Garage and Casino – adding and removing employees and reconciling monthly bill.
- Maintains Common Pleas email distribution list.

Marginal Functions

- Performs additional fiscal and human resources tasks as assigned.
- Acts as a back-up to the Personnel Officer and/or Administrative Assistant as needed.
- Performs related work 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.
- Knowledge of basic statistical analysis and general accounting principles and practices.
- Ability to define problems, collect data, correlate materials, establish facts, and draw conclusions.
- Must exercise confidentiality concerning personnel and Court matters.
- 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 read and prepare reports, correspondence and instructions.
- Ability to trace transactions through various steps and processes to locate discrepancies.
- Ability to interpret operating procedures and guidelines to resolve unusual work problems and situations.

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 two hours or more.
- 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