



Hamilton County, Ohio Court of Common Pleas

Job Opportunity

An Equal Opportunity Employer

Posting Number: 49-87
Date Posted: July 31, 2025
Deadline to Apply: Open Until Filled

POSITION: Clerical Aide

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$19.74 per hour

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 a good working knowledge of Microsoft Office programs. Also, must possess the knowledge, skills and abilities as listed below. Prior office experience or experience in the criminal justice system 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 typing work and various clerical tasks in the Probation Department. Employees in this classification may be called upon to assist in several different areas in the Department since need dictates their assignment.

Essential Functions

- Types letters, reports, and entries of a technical nature from copy or rough draft; proofreads copy, including checking and correcting typing errors.
- Performs various clerical duties such as answering the phone, data entry, filing, distributing, and copying.
- Operates a variety of office equipment, including a multi-line telephone, computer, calculator, copier and fax machine.
- Performs clerical assignments for different units in the department as needed.
- Assumes duties of other clerical positions in their absence.
- Runs queries on Court Management System database.
- Performs messenger duties regularly or on special assignment.
- Assists with mail distribution.
- Performs related work as required.

Knowledge, Skills and Abilities

- Ability to understand and follow instructions as given, and to follow them through to completion.
- Knowledge of personal computers and programs associated with same.
- Ability to learn complex computer tasks in a reasonable time and to produce a satisfactory and accurate volume of work.
- Ability to effectively multi-task and determine priority of work.
- Knowledge of modern office practices and procedures, good business English and mathematical skills.
- Ability to assemble dictated and written materials into approved constructed form.
- Ability to operate standard office equipment such as multi-line telephone, computer, copier, calculator, and fax machine.

- Ability to establish and maintain effective working relationships with other employees and the general public.
- Skill in typing 55 words per minute.

Working Conditions

Moderate noise in a business office setting.

Physical Demands

- Work involves a significant amount of walking, sitting, standing, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to ten pounds.
- Ability to sit continuously at a workstation for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals both in person and by telephone, and to effectively operate a transcriber.
- Speaking ability sufficient to converse 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 and by 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