



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

Posting Number:	42-87
Date Posted:	October 1, 2025
Deadline to Apply:	Open Until Filled

POSITION: CMSNet Project Assistant

DEPARTMENT: Hamilton County Court of Common Pleas – CMSNet

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

PAY RANGE: \$57,276 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, with at least five years' experience working in an office setting. A college degree in business administration, public administration or a related field or previous experience as an office manager, business manager or fiscal officer preferred. Must become RCIC and LEADS certified or obtain certifications within six (6) months of employment. Must also possess the knowledge, skills and abilities as listed below.

Listed below is a summary of the JOB DUTIES:

This is a highly responsible position requiring excellent organizational skills and independent judgment. This individual assists the CMSNet Project Director(s) and CMSNet Project Coordinator in administrative duties, such as asset inventory, hardware replacements, record-keeping, budgeting, and communications. CMSNet is a group of Court-related agencies that work cooperatively to integrate technology systems, procurement and support.

Essential Functions

- Prepares correspondence to CMSNet agencies and CMSNet vendors as required.
- Manages the inventory of physical assets by the contracted vendor for CMSNet agencies in order to maintain compliance with County and State regulation and to confirm accurate vendor invoicing.
- Assists in the preparation of purchasing documents, including invitations to bid, requests for proposals, requests for quotes and contractual documents.
- Assists in the preparation of the annual CMSNet budget and various budget reports for CMSNet.
- Verifies receipt of goods and services.
- Maintains a significant amount of records and documentation for CMSNet.
- Attends CMSNet meetings and prepares detailed minutes as required.
- Facilitates communication with various County agencies and vendors for CMSNet, including fiscal officers, CMSNet Project Managers and CMSNet Steering Committee members.

Marginal Functions

- Researches opportunities to improve CMSNet at the direction of the CMSNet Project Coordinator.
- Arranges training and travel for CMSNet, including scheduling, preparing itineraries, and preparing reimbursement and travel vouchers.
- Performs related duties as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Excellent written and oral communication skills.
- Detail oriented with excellent organization skills.
- Ability to plan and prioritize work according to deadlines.
- Ability to read and prepare reports, with recommendations.
- In-depth knowledge of Microsoft © Office Suite, including Microsoft Word, Excel and PowerPoint, as required to prepare reports, statistical reviews, budget worksheets and presentations.
- Knowledge of management and administrative principles, office practices and procedures, basic statistical analysis and general accounting principles and practices.
- Ability to operate standard office equipment, including a computer, printer, copier, calculator, VCR, television, and facsimile machine.
- Must be approachable, flexible and patient.
- Receives on-going training pertaining to technology and project management as related to the responsibilities of this position.
- Must maintain confidential information as required.
- Ability to work under stressful and demanding conditions.
- Ability to interpret operating procedures and guidelines to resolve unusual work problems and situations.
- Ability to add, subtract, multiply, and divide.
- Ability to communicate and cooperate with other county agencies and personnel.
- Ability to communicate well with Court personnel and handle sensitive telephone inquiries.
- Ability to make mathematical computations rapidly and accurately.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of Courts structure and operations.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms
- 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 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