



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

Posting Number: 42-92
Date Posted: November 17, 2025
Deadline to Apply: Open Until Filled

POSITION: Case Scheduler

DEPARTMENT: Hamilton County Court of Common Pleas – Assignment Commissioner’s Office
LOCATION: 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: \$20.28 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. Prior office experience or experience in the criminal justice system is preferred. Must possess the knowledge, skills and abilities as listed below.

Listed below is a summary of the JOB DUTIES:

This position assists with the scheduling of civil and criminal cases in the Court of Common Pleas. Work involves the advanced operation of a computer terminal and various clerical duties. Work entails both following established procedures for case scheduling and also the use of independent judgment.

Essential Functions:

- Performs scheduling tasks for criminal and civil cases.
- Schedules the Magistrate’s calendar (garnishments, judgment debtor exams, pre-judgment hearings, executions, evictions, etc.).
- Transfers data from original document to the computer database regarding case disposition or future case settings.
- Sends postcards regarding designated case settings.
- Verifies scheduling information.
- Queries data from the computer and performs research on cases.
- Communicates with the courtrooms to ensure proper case scheduling.
- Assists with the duties of fellow staff members in the Assignment Commissioner’s Office in their absence or when necessary.
- Responds to requests for information from the public, court employees, or other departments.

Marginal Functions

- Various clerical tasks.
- Performs related work as required.

Knowledge, Skills and Abilities

- 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 clerical procedures, court procedures and legal terminology.
- Ability to interpret regulations and policies.
- Ability to operate standard office equipment including computer, copier, and fax machine.
- Ability to understand and follow instructions as given, and follow them through to completion.
- Ability to translate scheduling information from courtroom sources.
- Ability to establish and maintain effective working relationships with other court employees and the general public.
- Skill in typing and data entry.

Working Conditions

Moderate noise in a business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with the hands and arms.
- Ability to transfer up to 25 pounds.
- Ability to sit continuously at a computer terminal for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax machine and a computer terminal, 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.

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