



Hamilton County, Ohio Municipal Court Job Opportunity

An Equal Opportunity Employer

Posting Number: 49-90
Date Posted: November 6, 2025
Deadline to Apply: Open Until Filled

POSITION: Electronic Monitoring Unit Officer I (Spanish-speaking caseload)

DEPARTMENT: Hamilton County Municipal Court – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); may be required to occasionally be on call for various shifts.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$26.57 per hour

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the QUALIFICATIONS for the position:

A high school diploma is required; a bachelor's degree from an accredited institution and/or two years' experience in corrections or law enforcement is preferred. Must possess the knowledge, skills and abilities as listed in the job description. Must successfully complete a background investigation which includes a psychological evaluation. Must be RCIC (Regional Crime Information Center) certified, taser certified, and firearms certified. If not currently certified, must obtain certification immediately once employed. Must possess a valid driver's license.

*** This position will supervisor a Spanish-speaking caseload and therefore the applicant must possess the ability to read, write, speak, understand, and communicate fluently in both Spanish and English.**

(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:

Work involves the interviewing, intake, investigation, supervision, and follow-up of individuals assigned to the Electronic Monitoring Program by the Courts. Duties also involve responsibility for the arrest and transportation of individuals found in violation of the rules of the Electronic Monitoring Program. Interviews individuals placed on the Electronic Monitoring Program. Informs program participants of the rules of the Electronic Monitoring Program. Ensures that individuals are properly connected to the electronic monitoring equipment and that the Court ordered parameters of their release are properly entered into the system. Monitors and supervises Electronic Monitoring Program participants to ensure their compliance with Program rules and Court orders and restrictions. Maintains appropriate contact with program participants, whether by phone, office visits, or home visits, as necessitated by each individual case. Responds as necessary, and per Departmental policy, to notification of Program violations. Attempts to locate Program violators. Maintains accurate notes in CMS on the status of program participants and all contacts made with program participants. Completes necessary paperwork such as letters, entries, warrants, and probation violations. Attends and testifies in Court as needed. Arrests program violators and transports them to jail when needed. Carries and appropriately uses the following Probation Department issued equipment when in the field: vest, electronic stun device (taser), firearm, ammunition, holster, radio, handcuffs, flashlight, baton, and Department badge. Attends required training. Serves as a backup to other Officers. 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