



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

Posting Number: 48-8
Date Posted: December 5, 2025
Deadline to Apply: Open Until Filled

POSITION: Exhibit Custodian

***Updated 1/28/26**

DEPARTMENT: Hamilton County Court of Common Pleas – Court Reporter’s Office
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 Biweekly (full-time), Monday – Friday, 8 a.m. – 4 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$30.41 per hour

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

Listed below are the **QUALIFICATIONS** for the position:

A high school graduate plus a minimum of five years of law enforcement experience with a thorough knowledge of the court system. Previous evidence handling experience preferred.

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

A position in this class maintains custody of court exhibits in secure storage conditions. Work involves filing and keeping records of all exhibits, answering phones and accurately relaying messages to Court Reporters. This position also is required to perform some routine clerical duties, computer operations, light typing, and basic photography.

Essential Functions

- Files and maintains security and custody of exhibits for the Courts.
- Keeps accurate records of all exhibits in custody.
- Responsible for the transportation of exhibits to and from the courtrooms, the Court of Appeals, the Prosecutor’s Office, the Public Defender’s Office, private attorneys’ offices, and law enforcement.
- Assists with the preparation of exhibits and notes for destruction or for return to owner.
- Responsible for ensuring that the exhibit rooms are cleaned at least one time per month.

Marginal Functions

- Fills in for Receptionist when needed.
- Coordinates with Prosecutor's Office and Court of Appeals regarding exhibits
- Performs related work as required

Knowledge, Abilities, and Skills

- Knowledge of the Court system.
- Knowledge of general office procedures and clerical duties.
- Ability to keep neat, legible, logically indexed records.
- Ability to record messages accurately.
- Skills in basic typing.
- Skills in basic photography.

- Ability to operate standard office equipment.
- Skills in basic computer operations.

Working Conditions

Work is performed in a closed, secured area with moderate business office noise.

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 50 pounds.
- 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.
- 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