



Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 42-95

Date Posted: February 10, 2026

Deadline to Apply: Open Until Filled

POSITION: Mediator

DEPARTMENT: Hamilton County Court of Common Pleas

LOCATION: 1000 Main Street, Cincinnati, OH 45202

WORK HOURS: Full-time; 70 hours bi-weekly

FLSA STATUS: Salaried/ Exempt

SALARY: \$69,493 – \$101,840 Annually

Highly Competitive Employee Benefits Package and Generous Paid Time Off

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

A law degree and admission to practice law in the State of Ohio. Minimum of two years of mediation experience and minimum two years of experience in civil litigation. Applicants also must have completed all requirements under Rules 16.22 and 16.23 of the Rules of Superintendence for the Courts of Ohio.

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

This is highly responsible work involving the mediation of cases of the Court of Common Pleas' civil in-house mediation program. This individual will work closely with the Director of Alternative Dispute Resolution (ADR), attorneys and parties to civil lawsuits.

Essential Functions

- Mediates cases.
- Completes paperwork related to mediations, including mediator reports, tracking sheets and disposition sheets.
- Assists in scheduling cases for mediation.
- Participates in the development and implementation of local mediation training in conjunction with the local bar association.
- Participates in relevant meetings in and out of Hamilton County.

Marginal Functions

Performs related work as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Knowledge of mediation principles and practices.
- Knowledge of the Court of Common Pleas civil operations.
- Ability to mediate civil disputes.
- Ability to interpret and apply legal rules and regulations regarding a variety of civil cases.
- Ability to plan, direct and coordinate projects.

Knowledge, Skills and Abilities, cont.

- Ability to maintain effective working relationships with Court personnel, judges, local bar association members and advisory committee members.
- Experience as a trainer, instructor or public speaker.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

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 reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile 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