



Hamilton County, Ohio Municipal Court Job Opportunity

An Equal Opportunity Employer

Posting Number: 43-96

Date Posted: December 9, 2025

Deadline to Apply: Open Until Filled

POSITION: Pretrial Casework Specialist

DEPARTMENT: Hamilton County Municipal Court – Pretrial Services

LOCATION: Hamilton County Justice Center, 1000 Sycamore, Cincinnati, OH

WORK HOURS: 70 hours bi-weekly (full-time)

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$29.58 per hour

Highly Competitive Employee Benefits Package and Generous Paid Time Off

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

A bachelor's degree from an accredited institution is required. Prior counseling or criminal justice experience is preferred. Licensed social worker and counseling certification in the area of special need is preferred. RCIC certification or, if not currently certified, must obtain certification once employed.

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

Work involves oversight of a special needs pretrial population which requires direct intervention and intensive follow up until final case disposition. Some crisis intervention may be necessary occasionally due to instability of clients. Performs all casework duties. Contacts defendants and community care providers to notify of future court dates and confirm adherence to the requirements of conditional release. Reports to the court on non-compliance of defendants' conditional release requirements of bail and takes appropriate action as ordered by court. Monitors conditions of release, diversion and mitigation on cases so ordered. Interacts with judge and attorney as needed ensuring timely availability of needed information regarding clients. Acts as agency liaison and informational linkage resource to community care providers. Coordinates reports to the court regarding competency/treatment status. Works closely with pretrial data management information systems and prepares preliminary reports for director. Provides release assessments to determine appropriateness for conditional release and diversionary treatment programs. Data entry. Fills in for absent employees. Prepares entries and release forms. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HCourt@cms.hamilton-co.org

Fax: (513) 946-5809

Mail: Hamilton County Courthouse

ATTN: Krista Ventre

1000 Main Street, Room 410

Cincinnati, OH 45202