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

Posting Number:	49-91
Date Posted:	December 1, 2025
Deadline to Apply:	Open Until Filled

POSITION: Community Service Program Work Crew Supervisor

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours biweekly (full-time); Monday – Friday, 7:00 a.m. – 2:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: $20.34 per hour

Highly Competitive Employee Benefits Package and Generous Paid Time Off

Listed below are the QUALIFICATIONS for the position:

High school diploma or its equivalent, and also a valid driver's license and a good driving record. Previous experience in the criminal justice field is preferred. Must possess the ability to safely operate a passenger van and also the knowledge and skills to maintain a safe work environment. Must successfully complete a background investigation.

Listed below is a summary of the JOB DUTIES:

This position is responsible for the supervision of a work crew of adult offenders as they perform Court ordered community service. Work involves transporting a work crew to and from a work site and the supervision of the work crew as they perform the assigned work.

Essential Functions

- Supervises a work crew of adult offenders as they perform community service.
- Assists with the check-in process and assembling work crews.
- Maintains accurate attendance and work performance records of crew members.
- Oversees the work performed by crew members and ensures that safety precautions are followed.
- Transports the work crew to the location of the assigned work site. If the location of the work site cannot be reached by walking, the Work Crew Supervisor must drive the work crew members by passenger van to and from the work site.
- Verifies that assigned work is completed as required.
- Enforces all community service rules.
- Maintains statistics for community service agreements.
- Oversees the maintenance and fuel consumption records of Program vehicles.
- Assists with training new Work Crew Supervisors.

Marginal Functions

- Performs related work as required.

Knowledge, Skills and Abilities

- General knowledge of court structure and probation division operations.
- Knowledge of the factors involved in maintaining a safe work environment.
- Ability to safely operate a passenger van.

- Ability to develop good working relationship with outside agencies.
- Ability to enforce the rules of community service.
- Ability to effectively multi-task and determine priority of work.
- Ability to develop good working relationships with outside agencies.
- Knowledge of personal computers and programs associated with same.

Working Conditions

Work is performed at various locations depending on assignment; work may be performed outdoors in extreme heat and cold; there may be a significant amount of noise from power equipment.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, climbing, balancing, lifting, and reaching with hands and arms.
- Must be able to transfer up to 20 pounds.
- Visual ability sufficient to operate a vehicle and heavy equipment, 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.
- Physical ability to withstand working outside in extreme weather conditions.

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