



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

Posting Number: 42-101  
Date Posted: April 1, 2026  
Deadline to Apply: Open Until Filled

**POSITION: Payroll Officer**

**DEPARTMENT:** Hamilton County Court of Common Pleas  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position will require some work beyond normal hours.*)  
**FLSA STATUS:** Salaried/ Exempt  
**SALARY:** \$69,493 Annually

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

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

A high school diploma or its equivalent and also must possess the Knowledge, Skills and Abilities as listed in the job description, including a good working knowledge of Microsoft Office programs. Prior work experience in payroll and/or human resources, especially with HRIS products, is desired. A college degree in human resources, accounting, business administration or related field is preferred.

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

This position performs payroll, personnel, and administrative tasks for the Court of Common Pleas.

**Essential Functions**

- Maintains personnel, payroll, and leave records for employees of the Court of Common Pleas and ensures such records are consistent with the payroll register.
- Prepares and monitors payroll and payroll changes.
- Ensures employees' leave usage is in compliance with Court policies and accurately records all leave taken by employees.
- Determines employee anniversary dates and adjusted dates of service and ensures employees are credited with the appropriate amount of vacation, sick, and personal leave hours at the correct time.
- Creates and maintains spreadsheets; ensures completeness and accuracy of all employee databases.
- Provides employees and Judges with information about employment benefits and assists employees with the open enrollment process for benefits.
- Responsible for the on-boarding of new employees and the completion of new hire paperwork.
- Assists with the on-boarding of new judges including arranging for materials and orientation.
- Prepares entries for hiring, promotion, and merit increases.
- Enters requisitions and invoices for approval by the Fiscal Officer.
- Assists with FMLA requests and tracking FMLA leave periods.
- Registers employees for Civil Treatment training, maintains records of attendance, and ensures that all employees have attended.
- Tracks employee completion of the required Fraud training. Maintains records of attendance and a schedule of future training completion dates.
- Processes the initial paperwork of workers compensation claims.
- Prepares and processes retirement correspondence to Personnel Department and Auditor.
- Notifies and ensures the completion of employees' probationary and annual evaluations.
- Produces typed correspondence, reports, and materials of a technical or confidential nature.

- Sends out court-wide (or department specific) emails when needed.
- Serves as liaison with other County and State departments in personnel and payroll matters.
- Coordinates employee parking at Parkhaus Garage and Casino – adding and removing employees and reconciling monthly bill.
- Maintains Common Pleas email distribution list.

***Marginal Functions***

- Performs additional fiscal and human resources tasks as assigned.
- Acts as a back-up to the Personnel Officer and/or Administrative Assistant as needed.
- Performs related work as required.

***Positions Supervised***

None.

***Knowledge, Skills and Abilities***

- Knowledge of Court structure, operations, and personnel policies.
- Knowledge of federal and state law pertaining to personnel matters.
- Excellent knowledge of English grammar, spelling, and punctuation.
- Good working knowledge of and ability to use Microsoft Office programs.
- Knowledge of basic statistical analysis and general accounting principles and practices.
- Ability to define problems, collect data, correlate materials, establish facts, and draw conclusions.
- Must exercise confidentiality concerning personnel and Court matters.
- Ability to communicate with others in a professional, courteous, and respectful manner.
- Ability to prepare work neatly and precisely, often under pressure.
- Ability to learn complex tasks in a reasonable time and to produce a satisfactory and accurate volume of work.
- Ability to understand and follow instructions as given, and follow them through to completion.
- Ability to effectively multi-task and determine priority of work according to general deadline dates.
- Ability to maintain confidentiality of sensitive information.
- Ability to operate standard office equipment such as computer, copier, calculator, and fax machine.
- Ability to accurately perform addition, subtraction, multiplication, and division; and the ability to calculate decimals and percentages.
- Ability to exercise judgement, decisiveness, and creativity in situations involving the evaluation of information.
- Ability to read and prepare reports, correspondence and instructions.
- Ability to trace transactions through various steps and processes to locate discrepancies.
- Ability to interpret operating procedures and guidelines to resolve unusual work problems and situations.

***Working Conditions***

Moderate noise in business office setting.

***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, and typing and viewing computer screens.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously at a computer terminal for periods of two hours or more.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to standard office equipment such as a computer, copier, and fax machine, 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](mailto:HRCourt@cms.hamilton-co.org)

**Fax:** (513) 946-5809

**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202