



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-96
Date Posted: April 29, 2026
Deadline to Apply: Open Until Filled

POSITION: Electronic Monitoring Unit Investigator

DEPARTMENT: Hamilton County Municipal Court – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time), Monday – Friday, 8 a.m. – 4 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$21.08 per hour

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

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

A High school graduate and some college coursework at an accredited institution in criminal justice or a related field or work experience in the criminal justice field. Must be RCIC certified or obtain certification once employed. Must possess a valid driver's license.

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

This position assists Electronic Monitoring Unit (EMU) Officers with cases assigned to EMU by the Courts. Work involves gathering and entering information, meeting with participants and victims, and maintaining equipment.

Essential Functions

- Acts as the first point of contact with individuals placed in the Electronic Monitoring Program by the Courts.
- Gathers information about the individual and where they will be residing while on EMU.
- Enters case information into the computer systems and runs computer queries.
- For Juris Monitoring cases, gathers victim's information for the creation of an exclusion zone and meets with victims to sign an agreement as to the parameters of Juris Monitoring.
- Speaks to victims in person or over the phone to gather their information.
- Tests electronic monitoring equipment to ensure that it is functioning properly.
- Attaches the electronic monitoring device to the individual participant for monitoring.
- Cleans and maintains the electronic monitoring equipment.
- Maintains records of the electronic monitoring inventory and tracks the stock numbers.
- Informs the EM Program Director when additional equipment needs to be ordered.
- Administers a breathalyzer to individuals prior to their connection to alcohol monitors.
- Performs various office duties such as answering the phone, data entry, filing, copying, faxing, and emailing.

Marginal Functions

- Collects statistical information needed for reports.
- Delivers documents to other departments when needed.
- Performs related duties as required.

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