



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

Posting Number: 42-52
Date Posted: September 21, 2023
Deadline to Apply: Open Until Filled

POSITION: Fiscal/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 may require work beyond normal hours.*)
FLSA STATUS: Salaried/ Exempt
SALARY: \$63,289 - \$92,748 Annually
Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

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

Must possess the knowledge, skills and abilities as listed in the job description.

Minimum qualifications: A high school diploma, or its equivalent, with at least three years' experience working in an office setting performing personnel and fiscal duties.

Preferred qualifications: A two-year or four-year degree from an accredited college or university in accounting, business, public administration, or a related field. Prior paid work experience in a government fiscal office and experience with the Performance Accounting System is also preferred.

(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

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

The Fiscal/Payroll Officer performs routine and non-routine personnel, fiscal, and administrative tasks for the Court of Common Pleas. Duties include working in a number of administrative areas such as personnel, payroll, purchasing, and budget. Prepares and monitors payroll and payroll changes. Maintains personnel, payroll, and leave records and ensures such records are consistent with payroll register. Provides judges and employees with information about employment benefits. Assists employees and Judges with the open enrollment process for benefits. Assists with 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. Serves as liaison with other County and State departments in personnel, payroll, and fiscal matters. Processes and monitors purchases and expenditures. Orders, maintains, and distributes office supplies to the Court. Assists with developing and entering the Common Pleas budget. Schedules Judges and staff for Continuing Legal Education (C.L.E.) seminars. Prepares reports for Judge's financial disclosure statements. Makes travel and lodging arrangements and prepares expense vouchers for Judges and Court staff. Makes meal, lodging, and transportation arrangements for sequestered jurors. Prepares work orders for County Facilities and schedules equipment repair work as needed. Transmits decisions and directives to employees. 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