

## **Court Data Entry Operator 1 (2876-30) 4 Vacancies**

### **Deadline to Apply:**

Open Until Filled

### **Work Location:**

Hamilton County Sheriff's Office  
1000 Sycamore St. #100  
Cincinnati, Ohio 45202

### **Work Hours:**

Monday thru Friday / Tuesday thru Saturday 7:00 am-3:00 pm / 12:00 pm – 8:00 pm

### **Starting Salary:**

\$36,733.22 Annually

### **Requirements (Education, Experience, Licensure, Certification):**

- Minimum of 1 year experience with Hamilton County Sheriff.
- Or any equivalent combination of experience and training with provides required knowledge, skills and abilities.
- Must be eligible for RCIC/LEADS certification.

**KNOWLEDGE OF:** Department policies and procedures; office practices and procedures; legal terminology; legal filings/documents; computer operations, techniques and procedures; data entry operation and procedures.

**ABILITY TO:** Follow oral and written instructions; communicate effectively; develop and maintain courteous, professional and effective working relationships with associates, supervisors, attorneys and general public; exercise sound judgement; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; operates computer equipment and necessary applications with speed and accuracy; organize documents according to alphabetical, numerical and subject order; understand various pertinent legislation pertaining to filing; be able to perform basic math (e.g. adding, subtracting, division and multiplication)

**SKILL IN:** Data entry; typing; operation of modern office equipment (e.g., computer, copier, calculator, etc.)

### **Job Duties (Summary):**

- Operates Jail Management System, Court Management System or personal computer to enter data and update information from Court related (legal) documents (e.g., mittimus, entries, transport orders); proofread technical legal material; recognize errors and make corrections; produce computer generated records and reports of a legal nature; reviews and verifies quality of data input; may communicate with law enforcement/court related agencies to clarify or confirm data. Verifies wanted persons through e-Clear and obtain detainers. Act as liaison with Social Security; Answer phone calls from the public, attorneys and court rooms and Judges and assist with various information; Verify that intake, ident, and classification has all information completed and entered in correctly (e.g.; holders, fingerprints, classified correctly).
- Gathers, sorts and distributes Court forms, complaints, entries and other Court related documents to proper Court personnel. Serves subpoenas/summons, immigration warrants/detainers and federal detainers on defendants.
- Performs a variety of clerical tasks to assist with the efficient operation of the department (e.g., operates a computer, prepares and mails forms, files, assists public, etc.); logs and records in proper place information supplied from a field source.
- May perform other duties as assigned.