

**TOWN OF GILBERT  
CLASS SPECIFICATION**

**Hearing Officer**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Court Services	C45	Exempt

**CLASS SUMMARY:**

This class is a stand-alone classification in the Court Services series. Incumbent presides over civil court proceedings and issues legally binding rulings and directives. Responsibilities include: issuing legal orders; processing appeals; preparing rulings on motions; and conducting legal research.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Presides over civil court proceedings. Conducts civil traffic arraignment hearings, contested civil traffic hearings, protective order hearings, and contested protective order hearings. Listens to testimony, evaluates evidence and applies relevant rules, statutes, ordinances and case law.	Daily 30%
Uses independent judgment and objectivity when hearing and evaluating evidence presented. Questions witnesses. Conducts legal research to determine applicable law. Applies law and precedent to facts and rules on evidence presented. Assesses penalties, renders decisions, and issues rulings.	Daily 30%
Prepares summaries of findings. Enters legal decisions into the court record: prepares and submits necessary legal forms, records and paperwork required to document each decision and each step of legal proceedings.	Daily 15%
Responds to questions, complaints, inquiries pertaining to the Court, its policies and procedures, and actions taken; resolves complaints and sensitive issues; interacts with management, prosecutors, law enforcement personnel and other municipal courts; represents the Court to professional and community groups, the general public and the media;	Daily 10%
Performs other duties of a similar nature and level as assigned.	As Required

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#### **TRAINING AND EXPERIENCE:**

Juris Doctorate and two years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License
- Admission to the Arizona State Bar Association and membership in good standing.

#### **KNOWLEDGE OF:**

- Arizona civil traffic and protective order law and rules;
- Arizona criminal statutes, rules and procedure;
- Municipal code;
- Rules of judicial conduct, court policies and procedures;
- Automated case management systems;
- Modern office equipment.

#### **SKILL IN:**

- Utilizing a computer and relevant software applications;
- Conducting legal research and analysis;
- Speaking in public;
- Maintaining organization;
- Listening;
- Preparing written communications;
- Resolving conflict;
- Making sound decisions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to environmental conditions such as disruptive people, imminent danger, threatening environment.

#### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Civil Hearing Officer – C45

#### **NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

#### **CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*