

CITY OF GLENDALE

TITLE: Court Hearing Officer **CLASS CODE:** 231
REPORTS TO: Presiding City Judge **GRADE:**
DEPARTMENT: City Court **FLSA:** E
JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Conducts hearings and related proceedings regarding alleged civil violations in Glendale.

ESSENTIAL FUNCTIONS:

1. Conducts hearings and related proceedings on civil citations including parking, civil traffic, minor animal control violations, and contested traffic matters.
2. Listens to testimony, rules on motions and relevancy of evidence.
3. Uses independent judgment and objectivity while hearing evidence, questioning witnesses, and determining responsibility.
4. Analyzes data and evidence presented in court and renders equitable judgment by applying existing laws.
5. Interprets City Code, State laws and Arizona Rules where applicable.
6. Clearly communicates to defendants their rights and any imposed sentence.
7. Enters legal decisions into the court file.
8. Completes and signs various legal forms.

SECONDARY FUNCTIONS:

9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Rules of Judicial Conduct.
Arizona Rules of Court, state statutes, City ordinances, and applicable case law.
Court procedures and operations.

Skill in:

Gathering and analyzing facts and evidence.
Arriving at objective conclusions.
Experience in and familiarity with municipal or traffic court and two years of legal experience preferred.

Ability to:

Sit in a courtroom setting for extended time periods.

Conduct legal research.

Build effective working relationships with court personnel and the general public.

Operate a variety of standard office equipment, i.e., PC, copy and fax machines and telephone requiring continuous and repetitive arm, hand, and eye movement.

Effectively plan, organize, and manage court operations.

Work independently.

Communicate effectively verbally and in writing.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Juris Doctorate degree from an accredited Law School. Two years experience in a municipal or traffic court.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Admission to the Arizona Bar. Completion of Civil Traffic Hearing Officer Course required within one year of employment.