

CIVIL TRAFFIC HEARING OFFICER

JOB DESCRIPTION

Classification Responsibilities: A Civil Traffic Hearing Officer is responsible for presiding over civil traffic cases and vicious dog petitions filed with the Mesa Municipal Court. This position is also responsible for performing related duties as required.

Distinguishing Features: A Civil Traffic Hearing Officer is appointed by the Presiding City Magistrate to a two-year term. A Civil Traffic Hearing Officer is responsible for applying relevant Supreme Court Rules, state statutes, City ordinances and case law when presiding over proceedings involving vicious dog petitions and civil traffic hearings, arraignments, motions, and other hearings. The incumbent is also responsible for imposing sentences commensurate to the offense and within the parameters allowed by law. This class is supervised by the Presiding City Magistrate. This class is FLSA exempt-professional.

QUALIFICATIONS

Minimum Qualifications Required: Requires graduation from an accredited law school. Considerable (3 - 5 years) experience in presiding over civil traffic cases, privilege license tax appeals, civil violation cases, or related experience is highly desirable.

Special Requirements: Possession or the ability to obtain certification by the Arizona Supreme Court as a Hearing Officer. (The City of Mesa will provide the training required to obtain certification after hire date if necessary.) For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Conveys opinions to defendants, attorneys, and court staff. Informs defendants of their rights and any sentence that may be imposed, in a manner that makes the information clearly understandable.

Manual/Physical: Enters legal decisions into the court file. Completes and signs various legal forms. Hears cases involving civil traffic violations and vicious dog petitions in order to render decisions. Reviews documents submitted by the parties, researches applicable law and communicates decisions made

Mental: Conducts legal research to determine the law applicable to a given set of circumstances. Evaluates evidence presented to the court and applies existing law in rendering decisions. Interprets and

applies case law over which the incumbent presides. Analyzes documents submitted by the parties to determine applicability to issue at hand. Learns job-related material in a classroom setting.

Knowledge/Abilities:

Knowledge of:

Arizona Code of Judicial Conduct (Arizona Supreme Court Rule 81);
Arizona Rules of Court, state statutes, City ordinances and applicable case law; and
court procedures and operations.

Ability to:

preside over courtroom hearings;
conduct and control adversary proceedings;
conduct legal research; and
establish and maintain effective working relationships with coworkers and other professionals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

KB/sb

CS1205.DOCX

EEO-Prof

JOB FCTN-LEG

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 12

IND-8810/100.0%

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 1-7