



Pima County Consolidated Justice Court

Job Description

Job Title:	Civil Traffic Hearing Officer
Class Code:	9001
Class Title:	Administration Level 2 - Courts
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$47, 131 - \$70, 696 annually
Minimum Qualifications:	
High School diploma or equivalent and four years of experience performing administrative duties in a legal office environment; OR any equivalent combination of experience, training and/or education approved by Human Resources.	
Licenses and Certificates:	
Must be certified through the Arizona Supreme Court as a Civil Traffic Hearing Officer by the Arizona Supreme Court.	
Summary:	
Under the direction of the Presiding Justice of the Peace, conducts hearings and related proceedings in civil traffic matters and renders decisions based on facts presented.	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Conduct hearings and related proceedings such as arraignments and motions on civil citations alleging violations of parking, civil traffic, and contested traffic matters; hear testimony, rule on motions and relevancy of evidence presented; • Hear testimony, question witnesses and examine evidence; assess penalties, issue sanctions and compel attendance of witnesses; • Review citations for technical violations, schedule hearings and pre-hearing conferences; • Use independent judgment and objectivity when hearing and evaluating evidence presented, questioning witnesses and determining responsibility based upon relevance of evidence presented; • Analyze evidence in order to render fair and equitable judgment; • Apply law and precedent to facts and rules; informs defendants of their rights and any sentence that may be imposed, in a manner that makes the information clearly understandable; • Enter default judgments against defendants who fail to appear; assess prescribed fines; • Issue subpoenas, administer oaths and instruct parties as to their rights; • Ensure that appeals are documented and filed appropriately based on rules and procedures; • Enter legal decision into the court record; • Interpret County Code, State laws, and Arizona Rules. 	
Additional Duties:	
<ul style="list-style-type: none"> • Assist in the development of policies, procedures and methods of operation; • Prepare reports and related documentation; • Operate a variety of office equipment such as photo copiers, desktop computers and facsimile machines; • Complete duties, special assignments and projects as assigned. 	

Knowledge of:

- Rules of Judicial Conduct;
- Applicable state statutes including state traffic laws as set forth in ARS Title 28, Arizona Rules of Court for Civil Traffic cases and appeals; Pima County Code, ordinances, and regulations;
- Legal research methods and legal terminology
- PCCJC procedures, preparing and maintaining official court records;
- Business English, spelling, grammar and punctuation;

Skill in:

- Presiding over courtroom hearings;
- Conducting and controlling adversary proceedings
- Interacting and communicating with a diverse group of people;
- Understanding and following oral and written instructions;
- Communicating effectively orally and in writing;

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.