



Pima County Consolidated Justice Court

Job Description

Job Title:	Civil Traffic Hearing Officer
Class Code:	5592
Class Title:	Civil Traffic Hearing Officer
FLSA:	Exempt
Court Status:	Court Classified
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 as a Civil Traffic Hearing Officer by the Arizona Supreme Court.	
Summary:	
Under the direction of the Presiding Judge of Superior Court, conducts hearings and related proceedings in civil traffic matters and renders decisions based on facts presented.	
Essential Duties:	
<ul style="list-style-type: none">• Conducts hearings and related proceedings such as arraignments, motions and hearings on civil citations alleging violations of parking, civil traffic, and contested traffic matters;• Informs defendants of their rights and any sentence that may be imposed in a manner that makes the information clearly understandable;• Hears testimony and rules on motions for civil traffic cases;• Uses independent judgment and objectivity when hearing and evaluating evidence and questioning witnesses;• Determines whether defendant is responsible or not responsible for traffic violation(s) based on evidence presented;• Assesses penalties/sanctions;• Reviews citations for technical violations;• Applies the 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;• Enters default judgments against defendants who fail to appear; assesses prescribed penalties/sanctions;• Enters legal decision into the court record;	

- Monitors caseload to ensure cases are resolved timely and within Supreme Court time standards;
- Interprets County Code, State laws, and Arizona Rules;
- Maintains regular and reliable attendance;
- Manages the court calendar in an effective and efficient manner and minimizes the need for pro tem coverage.

Additional Duties:

- Assists in the development of civil traffic policies and procedures;
- Prepares reports and related documentation;
- Operates a variety of office equipment such as photocopiers, desktop computers and facsimile machines;
- Complete duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

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

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

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