



SECOND JUDICIAL CIRCUIT OF FLORIDA

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Position: Civil Traffic Infraction Hearing Officer (CTIHO)

Location: Leon County, Florida

Salary: \$75.00/hour (no benefits)

Date: December 15, 2017

Closing Date: January 2, 2018

GENERAL DESCRIPTION

The Civil Traffic Infraction Hearing Officer is responsible for presiding over civil traffic infraction hearings pursuant to Traffic Court Rule 6.630. This position serves at the pleasure of the Chief Judge or designee.

EXAMPLES OF WORK PERFORMED

- ❖ Hear contested civil traffic infraction cases and accept uncontested pleas;
- ❖ Make rulings and prepare judgments and sentences;
- ❖ Manage dockets; and
- ❖ Address letters from attorneys and litigants.

MINIMUM QUALIFICATIONS

Applicants must be a graduate from an accredited law school, member in good standing with The Florida Bar and have five years of experience in the practice of law.

COMMENTS

- ❖ This is a part-time, contractual position with no benefits. Hours range from 25-30 hours per month.
- ❖ The successful applicant must complete a 40-hour education and training program which has been approved by the Florida Supreme Court.
- ❖ Must have knowledge of and the ability to interpret and apply Florida Statutes, case law and Florida Rules of Court.
- ❖ A civil traffic infractions hearing officer appointed under section 318.30, Florida Statutes shall have judicial immunity in the same manner and to the same extent as judges.
- ❖ A thorough criminal and civil background check will be conducted on all final applicants.
- ❖ An additional pre-employment application is required for final applicants.
- ❖ The application must be received by 5:00 p.m. on Tuesday, January 2, 2018.

CONFLICT OF INTEREST

Section 318.36, Florida Statutes, provides that “Hearing officers shall be subject to The Florida Bar Code of Professional Responsibility and not the Judicial Code of Ethics, except that they shall avoid practices or occupations that would constitute a conflict of interest or give the appearance of impropriety. Whether serving full time or part time, hearing officers shall be prohibited from representing clients or practicing before any other hearing officer of a civil traffic court or from representing any client appealing the decision of any other hearing officer.”

HOW TO APPLY

Interested parties must submit a current and complete State of Florida application and resume, with verification of membership in The Florida Bar to:

Paula Watkins
Office of Court Administration, Room 225
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301
Phone: (850) 606-4422; Fax: (850) 606-4343
E-mail: watkinsp@leoncountyfl.gov

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.