

SEVENTEENTH JUDICIAL CIRCUIT CIVIL TRAFFIC HEARING OFFICER

The Seventeenth Judicial Circuit invites qualified individuals to apply for the contractual position of Civil Traffic Hearing Officer.

This is a contractual position wherein the traffic hearing officer presides over approximately 1-2 traffic court dockets per month. The traffic dockets are scheduled throughout Broward County in both the main courthouse in Fort Lauderdale, as well as in each of the satellite courthouses. Traffic court is scheduled Monday through Friday.

Pursuant to section 318.35, Florida Statutes, traffic hearing officers are independent contractors of the Seventeenth Judicial Circuit who serve at the pleasure of the Chief Judge and who are required to enter into a one year contract (with the option for renewal) with the Circuit that coincides with the state's fiscal year (July 1 to June 30).

Traffic hearing officers are paid \$80.00 per two-hour session for presiding over civil traffic and parking cases.

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional legal work conducting hearings and trials. The traffic hearing officer takes and evaluates evidence and testimony from witnesses and uses that in making findings of fact and conclusions of law. Traffic hearing officers conduct both pretrial hearings and traffic infraction trials. This is high volume work with most dockets containing 150 to 200 cases.

EDUCATION AND TRAINING GUIDELINES

- graduation from an accredited law school
- membership in the Florida Bar
- five (5) years of experience in the practice of law that includes trial experience

The applicant is required to attend all sessions of the 40-hour training program, and meet annual continuing education requirements if offered a contract. The applicant will not be paid to attend the training program, but will receive 40 hours Florida Bar CLE credit. The program will be provided by various Broward County Court Judges and current Hearing Officers free of charge to selected prequalified applicants. **YOU MUST BE ABLE TO ATTEND ALL SESSIONS OF THE TRAINING PROGRAM TO BE CONSIDERED.**

ADDITIONAL REQUIREMENTS

An applicant is required to

- comply with the provisions of the applicable judicial canons including but not limited to: prohibited participation in certain organizations, social media, holding public office, gifts, disclosure, impartiality and the appearance of impropriety
- agree to withdraw from and not continue practicing law relating to civil traffic infraction or parking ticket matters in civil or criminal courts, including DUI cases and appeals of traffic infraction or parking ticket decisions, except felony vehicular manslaughter or homicide cases

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to interpret and apply Florida Statutes, case law and Florida rules of court.
- Knowledge of the rules of evidence and the ability to take evidence.
- Ability to work with litigants who are in stressful situations.
- Ability to work cooperatively with colleagues.
- Ability to communicate clearly.

PROCEDURE FOR APPLYING

Interested individuals should forward the following documents to the Trial Court Administrator's Office, Human Resources, Room 20140, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301:

- Cover letter
- Resume
- Certificate of Good Standing with The Florida Bar
- Copy of applicant's Florida Bar card

A completed application package shall include seven (7) copies of the above-mentioned documents.

Applications will be accepted on a rolling basis but must be received no later than **5:00 p.m. on August 31, 2022**. Submission of an application does not guarantee prequalification to attend the training program or an interview. Initial and continued appointment for the successful candidate will be contingent upon a background check including the applicant's driving record.

PROCEDURES AFTER APPLICATIONS ARE RECEIVED

The Chief Judge or his designee will review the applications and conduct a pre-training interview to make a determination as to whether an applicant is qualified to attend the training program. Applicants will be advised several weeks in advance of the training program if he or she may attend the training program. If approved, the applicant is required to attend all training program sessions, the dates of which are yet to be determined. Each of these sessions will be 8 hours. Subsequently, each applicant will be required to complete an additional 12 hours of training comprised of role playing, observation, and mentored participation in traffic court proceedings. At the completion of the training program, the applicant may be offered a contract.

DISCLAIMER: ATTENDANCE AND/OR COMPLETION OF THE TRAINING COURSE DOES NOT GUARANTEE A CONTRACT AS A CIVIL TRAFFIC HEARING OFFICER IN ANY CIRCUIT INCLUDING THE SEVENTEENTH JUDICIAL CIRCUIT.

If you are a person with a disability who needs any accommodation in order to participate, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Room 20140, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301, 954-831-7721. If you have a hearing or voice disability, you can contact the court through the Florida Relay Service by calling 711.