

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Class Title:** Hearing Officer  
**Class Code:** 8067  
**Pay Grade:** SB  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Incumbent is responsible for professional work as a judicial officer involved in interpreting and applying local and state laws in the course of conducting court proceedings in a variety of criminal and related matters which are within the jurisdiction of Pima County Superior Court. May assist with civil or family proceedings and will perform such other duties as are assigned by the Presiding Judge of the Superior Court. May also be appointed as a Judge Pro Tempore without additional pay.

### **ESSENTIAL FUNCTIONS:**

Duties may include, but are not limited to the following:

- Conducts hearings and related proceedings in criminal, civil and family law matters.
- Hears testimony, rules on motions and relevancy of evidence; analyzes evidence and data presented in court and applies existing law in the rendering of fair and equitable judgments.
- Uses considerable initiative, independent judgment and objectivity when hearing and evaluating evidence presented, questioning witnesses and making decisions.
- Applies law and precedent to facts and rules; imposes fines or sanctions and reviews complaints alleging violations.
- Enters default judgments, and initiates action to collect ordered, but unpaid fines.
- Issues subpoenas, administers oaths, and instructs parties as to their rights.
- Assists in the development of procedures and methods of operation, and completes and signs various legal forms.
- May receive evidence, make findings and enter orders of protections and injunctions against harassment.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Performs work in a safe manner and reports unsafe activity and conditions.
- Performs related duties and projects as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have a working knowledge of courtroom procedures, oath administration, and applicable state laws and administrative orders.
- Must acquire a working knowledge of judicial canons and utilize that knowledge to perform as a Hearing Officer.

- Must have the skills to gather and analyze facts and evidence and arrive at objective conclusions.
- Must have the skills to conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues.
- Must have the ability to interpret applicable State of Arizona Statutes, Administrative Orders, local laws, case laws, and apply to court proceedings.
- Must have the ability to render timely court decisions in a fast paced environment.
- Must have the ability to communicate effectively with judicial staff, court administration, members of the legal community, and the general public.

**MINIMUM REQUIREMENTS:**

A Juris Doctorate from an accredited law school, at least 30 years of age, of good moral character, admitted to the practice of law in this state for not less than five years next preceding the appointment, a resident of the state for not less than five years next preceding the appointment, and a member in good standing with the State Bar of Arizona.

**LICENSES AND CERTIFICATES:**

Must be a member in good standing with the State Bar of Arizona

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in a courtroom and office environment and may lift materials and/or equipment 20 lbs or less. Perform duties in a seated position for extended periods at a time.

***SPECIAL NOTE: The person occupying this position shall not practice law in the Pima County Superior Court, Pima County Justice Courts or Pima County Municipal Courts, and may be subject to some provisions of the code of judicial conduct pursuant to Supreme Court Rule 81.***

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position under the direction of the Pima County Superior Court Presiding Judge. The incumbent performs with limited supervision and has supervisory responsibilities for a judicial administrative assistant.

This position is part-time, but it may become full-time.

Hearing Officers are to be paid at sixty (60) percent of the statutory salary of a Superior Court Judge.

Date: 11/07/13  
Revised:

Approved by: \_\_\_\_\_  
Hiring Authority Date

\_\_\_\_\_  
Director, Human Resources Date