**APPLICATIONS ARE BEING ACCEPTED FOR**

**PIMA COUNTY SUPERIOR COURT HEARING OFFICER**

Presiding Judge Danelle B. Liwski announces that a Merit Selection Committee for the Superior Court is accepting applications for a vacant position for Hearing Officer in the Pima County Superior Court. The Hon. Greg Sakall, Associate Presiding Judge, will chair the Committee. The Hearing Officer is a full-time judicial officer responsible for assisting judicial divisions assigned to the civil, family, and criminal law benches in Pima County Superior Court. The Hearing Officer will preside over hearings and perform assigned administrative tasks. The Hearing Officer will be required to exercise independent analysis and judgment in ruling on legal matters.

***Responsibilities of this position may include, but are not limited to, the following:***

Presiding over hearings concerning:

* + *exparte and contested orders of protection, injunctions against harassment, and against workplace harassment*
  + *family defaults*
  + *civil default judgments*
  + *petitions for name changes*
  + *forcible entry and detainer actions*
  + *garnishments*
  + *criminal arraignments, initial appearances and other miscellaneous criminal matters*
  + *Mental health hearings*
  + *bond forfeiture hearings*

Processing in chambers orders regarding initial fee deferral and waiver requests.

Reviewing and ruling on law enforcement requests for search warrants.

Issuing telephonic emergency orders of protection as required by law.

Additional duties as may be assigned by the Presiding Judge.

The Presiding Judge may assign the Hearing Officer additional duties not listed above. The Hearing Officer will be appointed as a Judge Pro Tempore without additional compensation. Hearing Officers serve at the pleasure of the Presiding Judge and report to the Associate Presiding Judge. The current annual salary for a Hearing Officer is $126,000.00, and will increase on January 1, 2025, to $133,000.00 per HB2897 (The Hearing Officer salary is set at 70% of the statutory salary for a Superior Court Judge).

**Applicants must meet ALL the following criteria:**

have been a resident of Arizona for five years immediately preceding the application,

hold Juris Doctorate from an accredited law school,

be at least 30 years of age,

be of good moral character,

have been admitted to the practice of law in this state for not less than five years preceding the appointment, and

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

**SPECIAL NOTICE: *The Hearing Officer is not permitted to practice law in Arizona’s Superior, Justice, or Municipal Courts, and is subject to provisions of the Code of Judicial Conduct as set forth in Rule 81 of the Arizona Supreme Court Rules.***

Submit your resume with the Application. Applications are available on the 9th floor of the Pima County Superior Court building or may be requested by e-mailing [***humanresources@sc.pima.gov***](mailto:humanresources@sc.pima.gov)***.*** You may also download an application from the job posting on the Court’s Career Pages at: https://www.governmentjobs.com/careers/scpima/. Completed applications must be submitted to the Superior Court in Pima County, Human Resources, 110 W Congress, 9th floor, Tucson, AZ 85701; faxed to (520) 724-4253, OR e-mailed to [humanresources@sc.pima.gov](mailto:humanresources@sc.pima.gov) , (cc: [isaar@sc.pima.gov](mailto:isaar@sc.pima.gov)).

**Deadline to apply is: NO LATER THAN WEDNESDAY, OCTOBER 16, 2024, BY 12:00 PM.**

Applications for Hearing Officer are accepted through October 16 by 12 PM which is the same deadline as for the currently open Commissioner position. If interested, please apply for both. Please note, the final selection for Commissioner will be announced first. This will provide the applicants for both positions another opportunity to pursue.

**Indicate clearly on a cover letter/note which position(s) are you interested to be considered for.**

Applications will be forwarded to the Merit Selection Committee. The Committee will review the applications, interview selected applicants, and recommend candidates to the Presiding Judge, who will make the appointment. All applications are public record. Please direct any questions to Human Resources: (520) 724-4217.

At its discretion, the Committee will consider submitted applications for this vacancy as an application for any similar vacancy that becomes known to the Committee after the application has been submitted.