

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Hearing Officer		
<b>Job Code:</b>	AP1070	<b>Job Family:</b>	Appointed
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Hears and resolves various administrative appeals as provided in the City Code, including but not limited to parking citations, vehicle immobilizations and towing, solid waste violations and related water bill assessments, junk vehicle confiscation and destruction authorizations, actions of the Ground Transportation Coordinator and Vehicle for Hire Review Board, as submitted by drivers, owners, residents, water customers and business owners/operators. Adjudicates tickets issued and actions taken by various law or code enforcement agencies, administrative boards and program managers; and researches laws, regulations and precedent decisions as related to such matters.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Hears and resolves appeals from recipients of various citations, including parking and red light camera citations; and examines citations utilizing knowledge of state and municipal laws and regulations.
2. Hears and resolves appeals from drivers whose vehicles have been immobilized and/or towed for parking violations; and examines citations history, municipal codes and associated administrative procedures and applicable state laws.
3. Hears and resolves appeals submitted by home owners and/or customers of special water bill assessments, based on allegations of solid waste/environmental waste violations. Utilizes knowledge of municipal ordinances pertaining to solid waste management as well as administrative policies and procedures.
4. Hears and resolves appeals of actions taken by the Ground Transportation Coordinator, and/or Vehicle for Hire Review Board, submitted by program managers, business owners/operators and drivers, pursuant to applicable municipal codes and administrative policies and procedures.
5. Hears and authorizes applications by municipal program managers pertaining to the confiscation and destruction of personal property (vehicles), in accordance with state and local laws and ensure administrative and procedural compliance.
6. Conducts other administrative hearings as assigned.

7. Prepares training material and conducts training for court staff and other departments.
8. Ensures individual rights, pursuant to the U.S. Constitution, Texas Constitution and state and local laws, are optimally considered in processing all appeals and grievances.
9. Questions witnesses, defendants, law enforcement personnel, code officials and program managers; examines all written documentation, oral statements, photographs, diagrams, and other evidence submitted by all parties for evaluation; and assigns appropriate weight to evidence in making final decision.
10. Renders an oral and/or written adjudication decision. Advises citizens of appellate rights, as applicable; and notifies all interested parties of the final decision.
11. Maintains a computer data base and historical records file of all transactions/hearings.
12. Researches various laws, regulations, policies, procedures, codes and precedent decisions affecting various citations, boot/tow hearings, water bill assessments based on environmental violations, junk vehicle allegations and ground transportation actions in preparation for cases.
13. Schedules and conducts hearings, examinations and interviews; and obtains information and evidence relevant to the disposition of appeals.
14. Researches payments received without proper information; and provides operational and procedural guidance to Warrant, Cashier, Mail Room and other Municipal Court personnel.
15. Researches and coordinates with the Transportation/Public Works Department potential parking enforcement problems and situations, both physical and administrative, requiring review, clarification and/or modification.
16. Researches and coordinates with the Law Department on legal issues, policies, and procedures requiring review, clarification and/or modification or revision of training and guidance to law enforcement and code compliance officers.
17. Performs other related duties as required.
18. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
19. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Pertinent Federal, State and local codes, laws and regulations.
  - Operations and activities of court hearings.

- Principles and practices of adjudicating citations and resolving issues.
- Principles and practices of evidence examination.
- Methods and techniques used to question witnesses.
- Methods and techniques used to research and apply various laws, regulations, and precedent decisions.
- **Skill in:**
  - Conflict resolution.
  - Interpersonal relations.
  - Organization and time management.
  - Public speaking.
  - Legal analysis and writing.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Understand, interpret and apply various laws, codes and regulations.
  - Hear and resolve various appeals of citations, administrative actions and alleged code violations.
  - Ensure individual rights are considered in processing appeals and grievances.
  - Question witnesses, defendants, law enforcement personnel and program managers.
  - Examine written documentation, oral statements, photographs, diagrams and other evidence.
  - Prepare and present clear and concise reports.
  - Assign adequate weight to evidence examined in determining final decision.
  - Research various laws, regulations, policies and precedent decisions affecting administrative/civil enforcement activities.
  - Respond to requests and inquiries from the general public.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's Degree from an accredited college or university with major course work in criminal justice, pre-law, public administration or a related field and two years of increasingly responsible code enforcement or conflict resolution experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.