



15th Judicial Circuit Court (FL) Civil Traffic Hearing Officer

SALARY	\$60.00 Hourly	LOCATION	Main - 205 N. Dixie Hwy West Palm Beach, FL
JOB TYPE	Full-Time	DEPARTMENT	Court Administration
OPENING DATE	01/17/2023		

SUMMARY

This is an Independent Contractual position with the Fifteenth Judicial Circuit.

This contractual position is responsible for professional legal work as well as conducting hearings and trials. The Civil Traffic Hearing Officer (CTHO) takes and evaluates evidence and testimony from witnesses and uses that in making findings of fact and conclusions of law. Civil Traffic Hearing Officers conduct both pretrial hearings and traffic infraction trials. This is high volume work with most dockets containing between 100-425 cases. The CTHOs are assigned to various traffic dockets generally two to three months in advance of same, taking into consideration any personal conflicts in scheduling.

ESSENTIAL DUTIES

- Hear and consider all civil traffic infraction proceedings (including parking tickets) over which a CTHO has jurisdiction pursuant to Florida law. This includes accepting pleas from defendants, hearing and ruling upon motions, deciding the guilt or innocence of any person, adult or juvenile, charged with any civil traffic infraction over which the CTHO has jurisdiction. Pursuant to Florida law, the CTHO is provided limited authority to dispose of certain civil traffic infraction cases under the statutes, ordinances, rules, and procedures presently existing or as subsequently amended.
- Preside over weekday and weekend calendars, which are scheduled at traffic court locations throughout Palm Beach County.
- Provide services pursuant to the Florida Statutes, as may be amended from time to time, Rules of Court, the Code of Judicial Conduct, Administrative Order 10.301-09/18 (as may be amended from time to time), and any other applicable county ordinances, administrative orders, and relevant case law.
- Enter orders as required, both written and orally, and perform research as needed, on those matters that come before the CTHO, both in court and outside of court, upon written motion and/or correspondence.
- Perform the services for which the CTHO is retained to the best of the CTHO's ability and at the direction and request of the Fifteenth Judicial Circuit.
- Adhere to the Florida Rules of Traffic Court and Florida Statutes as applicable to the position of CTHO.
- Maintain all records CTHO receives in conjunction with obligations under this Agreement in accordance with Rule 2.420, Florida Rules of General Practice & Judicial Administration. Further, the CTHO will maintain the confidentiality of any records that are exempt from disclosure pursuant to Rule 2.420, Florida Rules of General Practice & Judicial Administration.
- Comply with the Code of Judicial Conduct, as applicable.
- Preside over traffic court as the CTHO is scheduled by Court Administration and perform such services in a timely manner.
- Should the CTHO not be able to preside on the assigned date and time, it will be the responsibility of the CTHO to obtain coverage for the assigned date and time from another CTHO or judge.

MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

- Graduation from an accredited law school.
- Good standing membership in the Florida Bar, plus five (5) years of experience in the practice of law in Florida; must include trial experience.
- Commissioned notary public for the State of Florida.
- Not have any prior convictions for any felony, misdemeanor, or criminal traffic offense.
- Not have any pending traffic or parking tickets, which have not been timely paid.
- Make true and complete representations, to the best of his/her belief, on the CTHO application.
- Successfully pass a reference and criminal background check, which shall be provided at the expense of the Fifteenth Judicial Circuit.

REQUIREMENTS UPON EMPLOYMENT:

- In accordance with the requirements of Florida Rule of Traffic 6.630(f), complete forty (40) hours of the education and training program approved by the Florida Supreme Court.
- Annually complete four (4) hours of approved continuing legal education classes for CTHOs, which shall be provided at the expense of the Fifteenth Judicial Circuit.

KNOWLEDGE SKILLS AND ABILITIES:

The ideal candidate must have 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 and lack knowledge of the law. Possess a professional, collaborative, and upbeat approach to work and leadership style. Effective communication and interpersonal skills, both verbal and written, the ability to prioritize and work under tight deadlines are essential to succeed in the role. The ideal candidate must have strong analytical and problem solving skills, attention to detail and advanced proficiency with and Microsoft Office Suite and JVS or other case management system. Must have a demonstrated ability to interact with a diverse set of people in an open and friendly manner. Proficiency in the use of ZOOM software and other virtual meeting platforms for remote hearings.

ADDITIONAL INFORMATION

NOTICE:

Application packets must include (at a minimum) cover letter, resume and application. Incomplete application packets will not be considered. Application packets will continue to be received until filled. Submission of an application packet does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."

Agency

15th Judicial Circuit Court (FL)

Address

205 N. Dixie Highway

West Palm Beach, Florida, 33401

Website

<https://www.15thcircuit.com/>

Civil Traffic Hearing Officer Supplemental Questionnaire

***QUESTION 1**

Date Admitted to Practice in Florida

***QUESTION 2**

Preferred Mailing Address

***QUESTION 3**

Within the last five years, have you been formally reprimanded, demoted, disciplined, cautioned, placed on probation, suspended or terminated by an employer?

- Yes
- No

***QUESTION 4**

Are you currently the subject of an investigation which could result in civil, administrative or criminal action against you?

- Yes
- No

***QUESTION 5**

List all of your professional designations, certifications, and committee participation

***QUESTION 6**

List all courts (including state bar admissions) and administrative bodies having special admission requirements to which you are currently admitted to practice, giving the dates of admission. Mention Court or Administrative Body Date of Admission

***QUESTION 7**

State the names, dates and addresses for all firms which you have been associated in practice, governmental agencies or private business organizations by which you have been employed periods you have practiced as a sole practitioner, law clerkship and other prior employment

***QUESTION 8**

Describe the general nature of your current practice including any designated areas of practice:

***QUESTION 9**

For your last five cases, which were either contested or tried, list the names and telephone numbers of trial counsel on either side.

***QUESTION 10**

How times per month do you appear at administrative hearings?

***QUESTION 11**

On average, how many times per month do you appear in court?

***QUESTION 12**

How many (number) of the cases you have tried to verdict or judgment were: Jury? _____ Non-jury? _____ Arbitration _____ Administrative Bodies? _____

***QUESTION 13**

For the cases you have tried to conclusion in arbitration, before administrative bodies or in courts of record during for the past five years, indicate whether you were sole, associate or chief counsel. Give citations of any reported cases.

***QUESTION 14**

List and describe the five most significant cases which you personally litigated giving case style, number and citation to reported decisions, if any. Identify whether you represented the Plaintiff/Petitioner or Defendant/Respondent

***QUESTION 15**

Have you ever held judicial office or been a candidate for judicial office? If so, state the court(s) involved and the dates of service or dates of candidacy.

***QUESTION 16**

List any prior quasi-judicial service: Mention dates, name of agency, position held and types of issues heard

***QUESTION 17**

Have you ever held or been a candidate for any public office? .

- Yes
 No

***QUESTION 18**

List any prior quasi-judicial service include in your answer dates, name of agency, position held and the types of issues heard. List citations of any opinions which have been published.

***QUESTION 19**

If so, state the office, location and dates of service or candidacy

***QUESTION 20**

If you had prior judicial or quasi-judicial experience: Describe the approximate number and nature of the cases you have handled during your judicial or quasi-judicial tenure

***QUESTION 21**

If you had prior judicial or quasi-judicial experience: List citations of any opinions which have been published.

***QUESTION 22**

If you had prior judicial or quasi-judicial experience: Has a complaint about you ever been made to the Florida Bar of any other Bar or professional organization to which you are/were admitted? If so, give date, describe complaint and its resolution.

***QUESTION 23**

If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately if selected as magistrate.

***QUESTION 24**

Please list any current involvement in any mediation in the State of Florida.

***QUESTION 25**

Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, give particulars, including the amount involved.

***QUESTION 26**

Have you ever been a party to a lawsuit either as a Plaintiff or as a Defendant? If so, please supply style, case number, nature of the lawsuit, whether you were Plaintiff or Defendant and its disposition:

***QUESTION 27**

Has a tax lien ever been filed against you? If so, by whom, when, where and why?

***QUESTION 28**

In the last five years, if you have published any books or articles, list them, giving citations and dates.

***QUESTION 29**

List any honors, prizes or awards you have received in the last five years. Provide dates:

***QUESTION 30**

List all bar associations and professional societies of which you are a member and give the titles and dates of any office which you have held in such groups and committees to which you belong.

***QUESTION 31**

Have you attended any continuing legal education programs during the past five years? If so, in what substantive areas?

***QUESTION 32**

In the last five years, have you taught any courses on law or lectured at bar association conferences, law school forums, or continuing legal education programs? If so, in what substantive areas?

***QUESTION 33**

Explain the particular potential contribution you believe your selection would bring to this position.

***QUESTION 34**

Give any other information pertaining to your qualifications that you believe would be helpful to the Selection Committee in evaluating your application.

***QUESTION 35**

List the names, addresses and telephone number of three persons who are in a position to comment on your qualifications for the Quasi-judicial position and of whom inquiry may be made by the Selection Committee.

***QUESTION 36**

Are you a commissioned notary public for the State of Florida?

- Yes
- No

***QUESTION 37**

Do you have any pending traffic or parking tickets, which have not been timely paid?

- Yes
- No

***QUESTION 38**

Have you uploaded a cover letter? Your application will be considered incomplete without a cover letter.

- Yes
- No

* Required Question