

City of Dallas
Classification Specification

Title:	Judicial Hearing Officer	Class Code:	56107
Application:	Career Series	Pay Grade:	M
Supplemental/Code:	Professional/2	Established:	10/01/06
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Presides over hearings for the adjudication of administrative citations under Dallas City Ordinance 25927, property code violations; under Section 54.032 of the Texas Local Government Code; under Subchapter E, Chapter 683 of the Texas Transportation Code; or, under Section 214.001(a)(1) of the Texas Local Government Code.

Essential Functions:

1. Makes fair and impartial rulings based on the preponderance of evidence presented at the hearing.
2. Examines witnesses and consider any evidence offered by a witness or defendant.
3. Issues orders following the hearing finding the defendant liable or not liable.
4. If defendant is found liable, assess the applicable administrative penalties, fees, court costs, for each violation and notifies the defendant of the right to appeal.
5. Assesses an additional administrative fee for each violation for which a defendant is found liable.
6. Suspends the imposition of the order for a set period of time in order to allow the defendant to rectify the violation if the defendant is determined not liable.
7. Determines whether a liable defendant has the financial ability to comply with the administrative Order and makes appropriate referrals and/or takes proper action in regards to violation, penalties, fees and court cost.
8. May order the person held liable for a violation to bring to the hearing documentary evidence to support the person's claim of financial inability.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

In depth knowledge of the “Minimum Urban Rehabilitation Standards” of the Dallas City Code, as amended.

Ability to administer oaths.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to accept admissions to, and to hear and determine content of and premises and property violations under the articles described in the Position Purpose

Ability to issue orders compelling the attendance of witnesses and the production of documents.

Ability to assess administrative penalties, fees, and court costs in accordance with Ordinance # 25927.

Ability to question witnesses and examine evidence offered.

Must be a resident of the City of Dallas, a citizen of the United States, a licensed Attorney in good standing, and, have two or more years experience in the practice of law in the State of Texas.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.