

**City of Dallas  
Classification Specification**

<b>Title:</b>	<b>Administrative Hearing Officer</b>	<b>Class Code:</b>	<b>56102</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>F</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>10/01/2014</b>

---

**Position Purpose**

Adjudicate administrative hearings through the mail to process parking citation appeal cases for the Parking Adjudication Office.

**Essential Functions**

1. Adjudicates parking citation appeals presented through the mail by considering all evidence provided by the citizen and the prima facie evidence of the citation to make a final decision; enters final disposition of the cases into a computer database.
2. Explains the administrative adjudication process and appeal procedures to citizens to ensure understanding of the process and possible results.
3. Examines parking citations to determine if all required information has been correctly provided by the issuing parking enforcement officer or police officer.
4. Examines all documents and supporting evidence to determine if evidence supports charges and reaches a decision about the case.
5. Prepares case disposition letters that are sent to citizens to inform them of the resolution of their cases.
6. Provides customer service for citizens, deadline extensions, and penalty dismissals.
7. Prepares payroll and/or orders supplies for the Parking Adjudication Office.
8. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work**

Knowledge of principles of administrative adjudication.

Ability to interpret and explain parking ordinances, regulations, and policies.

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 handle volatile situations.

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

Operate standard office equipment, personal computers, ten- key calculator, etc.

Must have people and organizational skills.

**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.