

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Hearing Officer – Juvenile Court
Job Code: 8068
Pay Grade: SB
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Performs professional magisterial work involved in interpreting and applying local and state laws in the course of hearing and determining juvenile pretrial detention hearings. Process, adjudicate, and dispose of cases that are not classified as felonies and in which a juvenile under eighteen years of age on the date of the alleged offense is charged with violating.

ESSENTIAL FUNCTIONS:

The Hearing Officer will make decisions regarding the following:

- Pretrial motions including motions regarding competency
- Eligibility for court appointed counsel
- Probable cause findings on delinquency
- Issues relating to detention
- Conditions of release, and
- Probation violation petitions

Hearing Officers, upon finding the juvenile committed the violation, will assess the penalty as outlined in the Arizona Statute.

Hearing Officers may perform other tasks as authorized in Arizona Statute and/or as assigned by the Presiding Judge of Juvenile Court.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Hearing Officers may perform other tasks as authorized in Arizona Statute and/or as assigned by the Presiding Judge of Juvenile Court. Hearing Officers may also be appointed as judges pro tempore of the court.
- Performs work in a safe manner and reports unsafe activity and conditions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a working knowledge of courtroom procedures, oath administration, and applicable state laws and administrative orders.
- Must acquire a working knowledge of the Arizona Code of Judicial Conduct and utilize that knowledge to perform as a Hearing Officer.

- Must have the skills to gather and analyze facts and evidence and arrive at objective conclusions.
- Must have the skills to conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues.
- Must have the ability to interpret applicable State of Arizona Statutes, Administrative Orders, local laws, case laws, and apply to court proceedings.
- Must have the ability to render timely court decisions in a fast paced environment.
- Must have the ability to communicate effectively with judicial staff, court administration, members of the legal community, and the general public.

MINIMUM REQUIREMENTS:

Juris Doctorate from an accredited law school, admitted to the practice of law in the State of Arizona for not less than five years preceding this appointment, of good moral character, not less than thirty years of age, and a resident of the State of Arizona for not less than five years preceding this appointment.

LICENSES AND CERTIFICATES:

Must have a current license and be a member in good standing with the State Bar of Arizona.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a courtroom and office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position that reports to the Juvenile Court Presiding Judge. The incumbent performs with limited supervision and has no supervisory responsibilities.

Date: May 2, 2011

Revised:

Approvals:

Deputy Director, Human Resources

Date

Juvenile Court Administrator

Date

Juvenile Court Presiding Judge

Date