



TENTH JUDICIAL CIRCUIT HARDEE, HIGHLANDS, AND POLK COUNTIES JOB ANNOUNCEMENT

JOB TITLE: Hearing Officer – Child Support
SALARY: \$93,744.76/annually
CLOSING DATE: November 24, 2023 by 5 p.m.
JOB LOCATION: Polk County Courthouse (primary)

GENERAL DESCRIPTION

The Hearing Officer position is a quasi-judicial position that is responsible for conducting hearings and making determinations on child support matters. The hearings may be scheduled and held in Hardee, Highlands and/or Polk counties. Accordingly, travel is a position requirement. This position is responsible for setting cases for hearing, conducting hearings, making legal determinations and preparing hearing reports and recommendations with accompanying proposed orders to the referring family division judges for review and approval. The Hearing Officer works independently, reporting activities through periodic reports. The Hearing Officer must exercise complete discretion with any and all information deemed to be sensitive and/or confidential.

EXAMPLES OF WORK PERFORMED

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conducts legal research in preparation for presiding over applicable court actions involving the establishment and enforcement of child support
- Schedules and conducts hearings in compliance with applicable Court Rules and laws
- Reviews and considers applicable case filings, reports, evidence, arguments, testimony, etc. submitted by attorneys and/or litigants; applies Florida Statutes and case law to make case determinations and recommendations related to the legal establishment and/or enforcement of child support to include legally establishing and enforcing a specific schedule of child support payments when applicable and necessary
- Upon conclusion of a hearing, the Child Support Enforcement Hearing Officer shall prepare legal findings and recommendations with proposed corresponding orders for the applicable family division judge's final review and signature, in all docketed cases wherein a legal action took place
- Regularly reviews case law sources (i.e. Westlaw, LexisNexis, Florida Law Weekly) for related and applicable timely and validated case law; reviews most current regulations and statutes governing family court
- Attends staff meetings to exchange information; attends technical and/or professional classes, workshops, seminars or conferences to improve professional

skills, meets ongoing educational requirements and/or maintains any and all applicable certifications, licensures, etc.

- Other duties as assigned and/or applicable

KNOWLEDGE, ABILITY AND SKILLS

Knowledge of the organizational schematic and function of the court system; knowledge of the duties and responsibilities of a hearing officer; knowledge of civil and family law procedures; proficiency in Microsoft 365 and other various applications.

The person chosen for this position must also possess the ability to:

- Comply with the applicable provisions of the Code of Judicial Conduct
- Conduct matters with integrity, discretion and confidentiality
- Ability to conduct legal research and interpret and apply Florida Statutes and case law as applicable
- Ability to apply child support guidelines and determine appropriate exceptions and modifications for the purpose of legally establishing and/or enforcing child support obligations; determine appropriate recommendations
- Knowledge of and ability to apply Title IV Federal guidelines concerning bankruptcy
- Ability to communicate clearly and in a professional manner, both orally and in writing
- Ability to manage litigants in a court setting who may be exhibiting high levels of stress or emotion
- Perform job duties timely and efficiently

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school
- Membership in good standing in the Florida Bar
- A minimum of three (3) years of experience in the practice of law including at least one (1) year experience in family law

The individual selected to fill this position will be required to attend Judicial College.

We are an equal opportunity employer. We do not discriminate based on race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.