

Florida State Courts System Class Specification

Class Title: Administrative Hearing Officer

Class Code: 5410

[Pay Grade 37](#)

General Description

The essential function of the position within the organization is to conduct hearings and make determinations on child support matters referred for hearing by family court judges. The position is responsible for setting referred cases for hearing, conducting hearings, making determinations on cases, and preparing reports and recommendations with accompanying orders for the referring judge's signature. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Reviews judge's orders of referral and conducts legal research in preparation for hearings of family law cases.

Schedules cases and conducts hearings in compliance with applicable regulations and laws; gathers data in the form of documentary evidence and testimony.

Reviews reports and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearings to make case determinations; directs planning of child support payments.

Prepares case report and recommendations with accompanying orders for referring judge's signature at the conclusion of hearings.

Reads professional journals and updates of case law to stay current on regulations and statutes governing family court.

Performs administrative/clerical tasks, such as preparing periodic employee performance evaluations, case managing, or completing job-related paperwork, such as timesheets, travel expense reports or benefit forms.

ADMINISTRATIVE HEARING OFFICER

Attends staff meetings to exchange information; attends technical or professional classes, workshops, seminars or conferences to improve professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving moderate economies or preventing major losses through interpreting policy as legal counsel.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

ADMINISTRATIVE HEARING OFFICER

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Juris doctorate degree from an accredited law school.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

ADMINISTRATIVE HEARING OFFICER

Five years of experience in the practice of law and one year of supervisory or administrative experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires membership in the Florida Bar.