



# Administrative Office of the Courts

## CAREER OPPORTUNITY

STATE-FUNDED POSITION

30 hrs./week

*Re-Advertisement*

Posting Date: April 29, 2025

Closing Date: May 6, 2025

**POSITION TITLE:** Hearing Officer

**ANNUAL SALARY:** \$72,417.80

**FLSA STATUS:** Excluded

**DEPARTMENT:** Child Support Enforcement Program

**PAY GRADE:** 100 **Position No.** 011213

**NOTE:** Previous applicants need not apply.

**SUMMARY:** A Hearing Officer is a legal professional who conducts trials and hearings pursuant to Title IV-D of the Social Security Act and makes decisions and recommendations relating to child support establishment, modification and enforcement. The child support enforcement hearing officer is empowered to issue process, administer oaths, require production of documents and conduct hearings for the purpose of taking evidence. The Hearing Officer works in conjunction with the judges of the circuit and serves under the Chief Judge and the Trial Court Administrator.

**MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Five years of experience in the practice of law. Membership in good standing with the Florida Bar.
- **EDUCATION:** Juris doctorate degree from an accredited law school.

**ESSENTIAL DUTIES:**

- Conduct legal research in preparation for hearings of family law cases pursuant to Title IV-D of the Social Security Act.
- Schedule cases and conduct hearings in compliance with applicable regulations and laws; gather data in the form of documentary evidence and testimony.
- Review reports and recommendations submitted by attorneys and consider/analyze related research and information presented at hearings to make case determinations via orders of recommendation to the Division Judge.
- Prepare and sign findings and recommendations at the conclusion of hearings.
- Review current case law to stay abreast of regulations and statutes governing family court.
- Supervise an administrative assistant and ensure that administrative functions are accomplished in a timely matter.
- Attend staff meetings to exchange information; attend technical or professional classes, workshops, seminars or conferences to improve professional skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate clearly and in a professional manner, both orally and in writing.
- Ability to supervise and direct work of administrative support staff.
- Knowledge of and ability to interpret and apply Florida Statutes and case law concerning chapters 61, 88, 409, and 742.
- Knowledge of civil and family law procedures.
- Knowledge of and ability to apply child support guidelines and determine appropriate deviations.
- Ability to take evidence.
- Ability to conduct legal research.
- Ability to work with litigants who are in stressful situations.
- Ability to work under pressure and to meet deadlines.
- Compliance with the applicable provisions of the Code of Judicial Conduct.

- Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Employees who work a minimum of 30 hours per week are entitled to state insurance which includes health, dental, vision and life. Additionally, employees may participate in various supplemental plans including deferred compensation and The Variable Annuity Life Insurance Company retirement.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto:recruiting@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.