

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING PART-TIME EMPLOYMENT OPPORTUNITY: Part-Time Administrative Hearings Officer
External

General Summary: Appointed by the Mayor and City Council, the Administrative Hearings Officer is the appointed administrator of the Administrative Hearings Bureau (unclassified service) and performs the legal work as the quasi-judicial officer over all blight violations. Administers the Administrative Hearings Bureau in accordance with the Code of Ordinance, Chapter 2.5 and all rules and procedures adopted by the City Council for administration of the Administrative Hearings Bureau.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate orally in person and by telephone, read regular and small print, use sight to prepare documents and reports and review evidence; use hearing to listen to testimony, sit, use limited mobility in an office setting, and use manual dexterity to type and enter data. The typical work environment of this job is a business office setting where the noise level is moderate.

Eligibility Requirements: Must be a member in good standing of the State Bar of Michigan and have at least five (5) years of successful experience as a practicing attorney, including experience with building and housing maintenance law, with at least two (2) years trial or administrative hearings experience, and at least two (2) years of experience supervising lower level staff. Equivalent training or experience will be considered. Must have a working knowledge of general municipal law. Must be a skilled analyst and researcher, and skilled at expressing thoughts orally and in writing. Must provide a thorough hearing record for possible judicial review. Must be able to communicate courteously and effectively with the public, staff, and government officials.

In addition to the above requirements, all City positions require: the ability to read, write, speak and understand the English language as necessary for their position; the ability to follow written and oral instructions; the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City, and must be physically and mentally able to perform the essential duties of their position without excessive absences.

Pay/Hours:

\$82.40/hour

*Typically one hearing day a month.

Date Posted: November 23rd, 2021

Application Deadline: Until position is filled.

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application
- Job applications will be accepted in-person, fax, email, or by mail at:

**City of Jackson
Human Resource Division
161 W Michigan AVE
Jackson, MI 49201**

**** EQUAL OPPORTUNITY EMPLOYER ****