



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts JOB ANNOUNCEMENT

Location: Port St. Lucie. Position also travels to other locations within the judicial circuit.

CHILD SUPPORT ENFORCEMENT HEARING OFFICER Position Number 012039

Salary: \$84,722.69 annually

*Benefits Package Available

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. Work requires legal research activities at the trial court level and involves considerable interpretation and judgment in the analysis of legal issues in administrative child support enforcement laws related to the State of Florida Department of Revenue cases. The Child Support Hearing Officer reviews reports and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearings to make case determinations. The Child Support Hearing officer is required to travel to outlying counties or courthouses on a regular basis to conduct hearings and assist the judiciary. This position is required to report monthly statistics, meet court performance standards and perform administrative duties directly related to the activities of a hearing officer. The position works under the general supervision of a Chief Judge or designee.

Examples of Work Performed

The core functions of this position include conducting Title IV-D Child Support matters before the Court and interpreting/making judgment on support issues following legal research. Specifically:

- Conduct trials and hearings on IV-D matters before the Court.
- Conduct enforcement, modification and establishment of child support pursuant to Title IV-D of the Social Security Act (42 U.S.C. §§ 651 et seq.) and Florida Family Law Rules of Procedure 12.491
- Review reports and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearings to make case determinations; in the form of a recommended order to the courts.
- Prepare case reports and recommendations with accompanying orders for referring judge's signature at the conclusion of hearings. Case reports should include at minimum:
 - Finding of fact
 - Conclusion of Law

- Recommendations
- Travel to all four counties within the Circuit to conduct hearings and assist the judiciary as needed.
- Attend meetings, training, and educational seminars as required.
- Review professional journals and updates of case law to stay current on regulations and statutes governing family court.
- Review and monitor cases under the differentiated case management process related to IV-D cases.
- Research substantive and procedural issues.
- Research the application and interpretation of the Florida Rules of Civil/Family Procedure and Rules of General Practice and Judicial Administration.
- Perform research on particular questions of law as presented by judges sitting in the civil/family division of the court.
- Conduct legislative research and tracking of legislation applicable to the Court as it pertains to child support cases.
- Direct planning of child support payments.
- Provide input and direction to establish and meet annual operational goals and objectives.

Competencies

This position requires knowledge of legal principles, statutes, case law, court rules and procedures; and the following:

- Specific law, rules and procedures pertaining to Title IV-D child support establishment and enforcement cases and duties relevant to the duties of a hearing officer.
- Legal research tools and the ability to use them efficiently.
- Florida Rules of Civil/Family Procedure and Rules of General Practice and Judicial Administration.
- Florida Statutes relating to Dissolution of Marriage, Support, and Custody.
- General case management principles.

Additionally this position requires the following abilities:

- Reason logically and analytically.
- Analyze complex legal issues and complicated factual details.
- Effectively conduct hearings and prepare appropriate reports.
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the Court.
- Communicate ideas and concepts effectively verbally and in writing.
- Work effectively within a team.
- Conduct legal research.
- Comply with Title IV-D Child Support Enforcement Support reporting requirements.

Additionally, this position requires skills necessary to:

- Use a various technology solutions such as Microsoft Office, Outlook, Teams, Zoom, and local program software such as Smartbench, Benchmark and E-Docket. In addition the position requires use of copy machines, fax machines, scanning devices, and multi-line telephones.
- Instruct or train others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.
- Use 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.
- Perform work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.
- Make decisions with moderately serious impact - affects work unit and may affect other units or citizens.
- Maintain responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Education and Experience Requirements

- Juris Doctor degree from an accredited law school.
- Membership in good standing with The Florida Bar.
- Five years of experience in the practice of law including at least one year of experience in family law.
- Prior Judicial/Quasi-Judicial experience preferred.

Special Comments

The successful applicant will be subject to a criminal background check.

How to Apply

All information must be submitted through Email to sanchezj@circuit19.org

This includes a cover letter, resume, a current and complete State of Florida Employment Application. For additional information, please contact Jessica Sanchez at (772) 807- 4371.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

IF YOU ARE A PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)