

JOB ANNOUNCEMENT

Hearing Officer, Bureau of Administrative Adjudication

Starting Salary: \$27,000/year – Part Time

Classification: Unclassified

KIND OF WORK:

Hearing Officer must exercise considerable initiative and independent judgment in various phases of work. The Hearing Officer must have a thorough knowledge of the methods, procedures, and policies of the Bureau of Administrative Adjudication as they pertain to the performance of duties of the Hearing Officer. The Hearing Officer shall sit as a judge for violations of the St. Bernard Parish Code of Ordinances. The Hearing Officer shall write opinions, file liens, and organize a docket of cases. Has thorough knowledge of Louisiana law pertaining to the operations, authorities, and responsibilities of Parish government. Has thorough knowledge of the principles and procedures of civil law. Has thorough knowledge of Parish Government structure and legal research and investigation methodology, judicial procedure, and rules of evidence. Has considerable knowledge of the current literature, trends, and developments in the field of governmental law. Has general knowledge of the principles of supervision, organization and administration. Is skilled in legal writing. Is able to interpret and apply laws and court decisions, and to use legal source material in technical research. Must be able to effectively express ideas orally and in writing. Must be able to establish and maintain effective working relationships as necessitated by work assignments. The Hearing Officer must reside within St. Bernard Parish six months after starting the position.

MINIMUM QUALIFICATIONS REQUIRMENTS:

Requires graduation from an accredited school of law with two years of experience in the practice of law, including work for local government; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must have license to practice law in the State of Louisiana.

Interested candidates should submit a cover letter and resume by email, regular mail or fax to: Tyrone Ben Human Resources Department, St. Bernard Parish Government, 8201 W. Judge Perez Drive, Chalmette, LA 70043, tben@sbpg.net, (504) 278-4257 (tel), 504-278-4264 (fax).

Deadline to apply is July 26, 2017 by 4:30 p.m.

ST. BERNARD PARISH GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE OR HANDICAP.