



# St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043  
(504) 278-4228 Fax (504) 278-4209  
www.sbpq.net

**Guy McInnis**  
Councilman  
at Large

**George Cavignac**  
Councilman  
at Large

**Ray Lauga, Jr.**  
Councilman  
District A

**Nathan Gorbaty**  
Councilman  
District B

**Richard "Richie" Lewis**  
Councilman  
District C

**Casey W. Hunnicutt**  
Councilman  
District D

**Manuel "Monty"  
Montelongo III**  
Councilman  
District E

**Roxanne Adams**  
Clerk of Council

**#18**

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, OCTOBER 7, 2014 AT SEVEN O'CLOCK P.M.

On motion of Mr. Hunnicutt, seconded by Mr. Lauga, it was moved to **adopt** the following resolution:

## **RESOLUTION SBPC #1233-10-14**

A RESOLUTION TO ADVERTISE FOR THE POSITION OF CHAPTER 2.5 HEARING OFFICER.

**WHEREAS**, the St. Bernard Parish Council decrees that it is in the best interest of St. Bernard Parish that the Council advertise and seek qualified applicants for the position of Hearing Officer; and,

**WHEREAS**, St. Bernard Parish Code of Ordinances Chapter 2.5 and Louisiana Revised Statute 13:2575 requires hearing officers be appointed by the governing authority; and,

**WHEREAS**, St. Bernard Parish currently does not have a Hearing Officer to act as an administrative judge; and,

**WHEREAS**, the St. Bernard Parish Council, the governing authority of St. Bernard Parish, does hereby decree the parish shall set a competitive advertisement for the position of Hearing Officer; and,

**WHEREAS**, all applicants shall be in good standing with the Louisiana State Bar Association and have held a bar license for two years prior to applying.

**NOW THEREFORE, BE IT RESOLVED**, the St. Bernard Parish Council, the governing authority of St. Bernard Parish, does hereby approve and authorize advertisement for the position of Chapter 2.5 Hearing Officer.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:



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October 7, 2014

**YEAS:** Lauga, Gorbaty, Hunnicutt, Montelongo, Cavignac

**NAYS:** Lewis

**ABSENT:** None

The Chairman, Mr. McInnis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 7<sup>th</sup> day of October, 2014.

## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, October 7, 2014.

Witness my hand and the seal  
of the Parish of St. Bernard on  
this 7<sup>th</sup> day of October, 2014.

ROXANNE ADAMS  
CLERK OF COUNCIL

## ANNOUNCEMENT

Applications are being taken for the following position:

Hearing Officer, Bureau of Administrative Adjudication

Starting Salary: \$65,000.00/yr.

Classification: Unclassified

### KIND OF WORK:

Hearing Officer must exercise considerable initiative and independent judgment in various phases of work. The 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. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

### 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.

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.