

## **TRAFFIC HEARING OFFICER**

### **DEFINITION**

Under general direction of the Judge of the Juvenile Court, hears and makes dispositions of cases involving juvenile traffic and graffiti offenders as well as infraction offenses under various sections of the Fish and Game, Health and Safety and Business and Professions Codes; prepares and reviews important and detailed reports, records and documents on juvenile cases and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class in the Juvenile Court responsible for conducting all hearings concerning traffic and graffiti offenses committed by juveniles. Appointment to this class is made pursuant to Sec. 255 of the Welfare and Institutions Code.

### **REPORTS TO**

Judge of the Juvenile Court.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Conducts traffic, graffiti and infraction hearings in juvenile cases; interprets codes, laws and ordinances pertaining to juvenile traffic, graffiti and infraction offenses and makes dispositions of cases resulting therefrom; after review, and with the approval of the Judge of the Juvenile court, issues fines and makes appropriate referrals of findings or actions to traffic school, probation officers or other officers or persons deemed proper by the Court; corresponds and confers with attorneys, district attorneys, public defenders, police officers, school officials, witnesses and others to secure evidence and information pertaining to any specific case; reviews case records for all assigned cases, searches evidence, secures witnesses when available and makes record of court findings and recommendations.

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**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 10 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Existing laws, ordinances and codes relating to juvenile traffic, graffiti and delinquency matters;
- Related court practices and procedures;
- The behavior patterns and motivations of juveniles.

**Ability to:**

- Objectively review evidence and information of juvenile cases and prepare sound recommendations thereon;
- Work effectively with understanding of juvenile delinquency, traffic, graffiti and other infraction cases;
- Prepare accurate, concise and informative evaluations of the circumstances surrounding juvenile cases.
- Effectively represent the Superior Court of California, County of San Francisco in contacts with the public and representatives of other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of progressively responsible experience in social, probationary or legal work involving juveniles or other suitable legal and/or judicial training or experience, and

Completion of a baccalaureate degree, with major course work in law, sociology,

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psychology, criminology or closely related field.

**Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*