

**TITLE:** HEARING OFFICER

**JOB DESCRIPTION:**

The volunteer Hearing Officer conducts an informal hearing with the juvenile, the parents or guardian, the victim/complainant, witnesses and law enforcement. After considering all information, the Hearing Officer determines guilt or non-guilt (CAP cases only), and assigns sanctions (all cases).

Although no specific requirements are necessary, a Hearing Officer must have a sincere interest in juveniles. Certain personality traits have proven beneficial. Good decision making skills, as well as the ability to be direct and firm without being harsh, are very helpful in dealing with troubled youth and families.

**HOW DO I BECOME A HEARING OFFICER?**

Each Hearing Officer completes a twenty hour training course which includes Juvenile Justice Procedures, Juvenile Criminal Law, Communication/Conflict Resolution, Hearing Procedures, and Sanction Philosophy. The training course meets once a week and lasts 8 weeks. The classes are held in the evening.

To become a Hearing Officer, a volunteer must:

- Not have a criminal conviction record
- Successfully complete required 20 hour training course
- Be sworn in by the Juvenile Court Judge
- Attend a minimum of 6 hours in-service training yearly to remain active

The next class begins in September 2015. If you are interested in signing up, please call our office and ask to be placed on the roster. We will contact you with class dates and other pertinent information as the training draws near.

**Seminole County Government**

**PAY Program**

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