

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Parking Citation Hearing Officer

**Unit:** Non-Academic/Non-Classified Service

**Page:** 1 of 1

**Job Code:** P1014

**Original Date:** 02/2013

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under general supervision, adjudicate disputes in accordance with the SDCCD Parking Citation Review Process (Board Policy 7999).

### **DESIRABLE QUALIFICATIONS:**

Knowledge of pertinent laws and District rules, regulations, policies, and procedures and established methods for conducting hearings. Ability to adjudicate disputes; interpret laws, rules, and regulations; ensure that hearings are conducted fairly and the legal rights of all involved parties are protected; weigh the facts, apply the law or rules, and make a decision quickly; and communicate effectively both orally and in writing. Law degree or experience as a lawyer.

### **TYPICAL DUTIES INCLUDE:**

- Conduct administrative hearings to adjudicate all disputes arising from the issuance of parking citations by SDCCD police officers and college service officers.
- Interpret laws, rules, and regulations relative to parking citations.
- Examine and analyze supporting evidence provided in person at the hearing or by declaration (mail).
- Determine outcome of appeals and provide decisions within timelines.