



**Licenses and Certificates**

Have you previously held or do you hold an occupational or professional license or certificate?  Yes  No

If yes, please provide and complete the information below. If any disciplinary actions (fines probation, suspension, revocation, disbarment) has ever been taken against you by the issuing authority, state the type and the date of the action taken: (Attach additional sheets or explanation if necessary)

License/Certificate: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

Original Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Disciplinary Action/Date: \_\_\_\_\_

**Community Involvement**

Please list any business, professional, occupational, civic, fraternal organizations or boards of which you have been or are currently a member, or in which you are now active: (Attach additional sheets if necessary)

Name	Type of Organization	Dates Active

**Criminal Background** (Miami-Dade County will conduct a criminal background check)

Have you ever been convicted of a felony?  Yes  No

If yes, give details:

Date	Place	Nature	Disposition

If yes, have your civil rights been restored?  Yes  No

(Attach a court certified copy of the dispositions.  
Attach additional sheets or explanation if necessary)

**Code Enforcement Fines**

Do you presently have any unpaid code enforcement fines which are not under appeal?  Yes  No

If yes, give details:

Date Issued	Issuing Entity/Department

For any of the above fines, are you on a payment plan and if so, are you current?  Yes  No

**Money Owed and Past Due to Any Governmental Entity**

Do you presently owe Miami-Dade County or any other governmental entity money for any reason? (i.e. taxes, loans, fees, liens, judgments, etc.)  Yes  No

If yes, give details:

Nature	Entity/Department Owed	Past Due Amount

For any of the past due or money owed above, are you on a payment plan and if so, are you current?  Yes  No

**Are you currently an Elected or Appointed Official, or an Employee of Miami-Dade County?**  Yes  No

If yes, please explain:

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**Were you employed by Miami-Dade County within the past two (2) years?**  Yes  No

If yes, describe position and date of separation:

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**Do you have prior Code Enforcement or Hearing Officer experience?**

If yes, please explain:

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**Applicant's Signature**

I, \_\_\_\_\_, under penalties of perjury, declare that I have read the foregoing application and verify that the facts stated in it are true. I agree to be bound by the Miami-Dade County Code of Ethics Ordinance and will adhere to the requirements and rules contained in Chapter 8CC of the Miami-Dade Code and the minutes of the Hearing Officer Review Board.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**IT IS YOUR OBLIGATION TO NOTIFY THE CLERK OF THE COURTS OF ANY MATERIAL CHANGE PERTAINING TO THE INFORMATION IN THIS APPLICATION.**

**State of Florida  
County of Miami-Dade**

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_,  who is personally known to me, or  who has produced identification  
of \_\_\_\_\_, and who did or did not take an oath.

\_\_\_\_\_  
Signature of Notary Public  
State of Florida at Large

\_\_\_\_\_  
Print type, or stamp name of Notary Public

My Commission expires:\_\_\_\_\_

Mail completed application to: Miami-Dade County  
Clerk of the Court  
Code Enforcement Division  
111 N.W. 1<sup>st</sup> Street, Suite 1750  
Miami, Florida 33128  
Telephone: (305) 375-3467

## **HEARING OFFICERS**

Section 8CC of the Miami-Dade County Code establishes the position of Hearing Officers, who are responsible to hear all appeals on citations issued by Miami-Dade County departments. Hearing Officers are residents of Miami-Dade County who possess outstanding reputations for civic pride, interest, integrity, responsibility and business or professional ability. Please see attached link to the Criteria for Selection. [www.miami-dadeclerk.com](http://www.miami-dadeclerk.com)

The appointment of Hearing Officers is made by the County Mayor or his designee upon recommendation of the Hearing Officer Review Board (HORB)\*, and on the basis of experience or interest in code enforcement. Such appointments are then submitted to the Clerk of the Board of County Commissioners for ratification by the Clerk.

The County Mayor may appoint as many Hearing Officers as are deemed necessary; appointments are made for a term of two (2) years. Upon recommendation of the HORB\*, any Hearing Officer may be reappointed at the discretion of the County Mayor, subject to ratification by the Clerk of the Board of County Commissioners. There is no limit on the number of reappointments that may be given to any individual Hearing Officer, but each appointee will be evaluated at the end of each of his or her two-year term.

The term for Hearing Officers usually commences at the beginning of the fiscal year, October 1<sup>st</sup> and ends on September 30 of the following two years. The process for application to this position starts on July 17, 2015 and all applications must be submitted and received by August 3, 2015. The process of reviewing and selection by the Hearing Officer Review Board will take place the second week of August. Below is the link to the application.

**\*Hearing Officer Review Board** – The Hearing Officer Review Board was established by Section 8CC-2 of the Miami-Dade County Code. It is comprised of three (3) members from code enforcement departments, one (1) member from the County Clerk's Office, two (2) members from the public at large, and one (1) member from the Office of the County Attorney (this position serves as Legal Counsel). The duty of the Board is to recommend new Hearing Officer appointments and review, on an annual basis, the performance of Hearing Officers and as necessary recommend the removal or reappointment of Hearing Officers to the County Mayor.

Link to Application: [www.miami-dadeclerk.com](http://www.miami-dadeclerk.com)

## HEARING OFFICERS NEEDED

Miami-Dade County is seeking qualified candidates to serve as Hearing Officers. This position, created under Chapter 8CC of Miami-Dade County Code, requires that candidates “possess outstanding reputation for civic pride, interest, integrity, responsibility, and business or professional ability.” Qualified candidates will be able to conduct hearings to find facts and adjudicate contested County code violations, including unsafe structures, Minimum Housing, Water & Sewer rates, zoning, and other code related matters. Candidates will be appointed to renewable two-year terms by the County Mayor at the recommendation of the Hearing Officer Review Board. Compensation will be at \$50.00 per hour served (4 Hour Minimum). In addition, applicants must meet the following criteria for consideration:

- Residency in Miami-Dade County for at least six (6) months and for the duration of the appointment.
- Certification or license in any of the following professions: General Contractor, Architect, Engineer or Attorney; or a minimum of a Bachelor’s Degree and two years of community service or involvement.
- Consent to a criminal background check.
- Full payment on any outstanding code enforcement fines.
- No unpaid citations, unsatisfied liens, judgments, or other funds owed to Miami-Dade County.
- Adherence to the Miami-Dade County Code of Ethics.
- Conduct of all hearings with decorum.
- Impartiality towards all parties.
- Adherence to any other requirements or rules not limited to, but including, those in the County Code, Ordinance 99-55 and minutes of the Hearing Officer Review Board.
- All applicants must be willing to accept assignments in any location within Miami-Dade County.

All interested candidates may obtain a copy of the application or any further information about the nature, responsibilities and requirements of the position from the Miami-Dade County portal ([www.miami-dade.gov](http://www.miami-dade.gov)) or by mail from 111 N.W. 1<sup>st</sup> Street, Suite 1750, Miami, Florida 33128. Inquires may also be directed to Ghislaine Johnson, via phone (305) 375-2333 or e-mail at [AGJ@miamidade.gov](mailto:AGJ@miamidade.gov). **Applications must be received by, August 3, 2015 and should be returned to Miami-Dade County, Clerk of the Court, Code Enforcement Division, 111 N.W. 1<sup>st</sup> Street, Room 1750, Miami, Florida 33128 or emailed to [AGJ@miamidade.gov](mailto:AGJ@miamidade.gov).**