CLERK OF THE COURT & COMPTROLLER

MIAMI-DADE COUNTY

CODE ENFORCEMENT

HEARING OFFICER APPLICATION APPOINTMENT
YEAR 2023-2025

Check One: ☐ Initial Appointment ☐ Re-Appointment

Last Name:	**First Name:**	**Middle Initial:**
Date of Birth:	**Social Security Number:**	

Driver's License Number:

Miami-Dade County Residency

Are you currently a resident of Miami-Dade County? ☐ Yes ☐ No
If yes, since what date? _____

Residence

_____ _____ _____ _____
Address City State Zip code

_____ _____ _____ _____
Telephone Cell Fax Email Address

Employment

_____
Employer's Name

_____ _____ _____ _____
Address City State Zip code

_____ _____
Telephone Fax

Occupation

_____

Education

A. High School _____ Year Graduated: _____
Name and Location

B. List all post-secondary education institutions attended: (Attach additional sheets if necessary)

Name and Location	Dates Attended	Certificates/Degrees Received

State of Florida Professional Licenses and Certificates

Do you currently hold any professional certificates or licenses in any of the following professions: General Contractor, Architect, Engineer, or Attorney? ☐ 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, State of Florida, government entity, municipality, or any other Taxing Jurisdiction? ☐ Yes ☐ No

If yes, please explain:

_____

_____

_____

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

If yes, describe position and date of separation:

_____

_____

_____

Do you have prior Code Enforcement or Hearing Officer experience?

If yes, please explain:

_____

_____

_____

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. 1st 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.miamidadeclerk.gov

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 will begin on or after March 8, 2024, and will conclude two years after the ratification date by Juan Fernandez-Barquin, Clerk of the Court and Comptroller. Applications for this position will open on February 26, 2024, and the deadline for submission is March 11, 2024. The Hearing Officer Review Board will conduct the review and selection process on March 20, 2024. 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) members from the County Clerk's Office, two (2) member 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, every two years, the performance of Hearing Officers and as necessary recommend the removal or reappointment of Hearing Officers to the County Mayor.

Link to Application: www.miamidadeclerk.gov

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 $100.00 per hour for a minimum of $400.00 per day and up to a maximum of $800 per day, when hearing appeals of issued CVNs or notices of assessment of continuing penalties under Chapter 8CC of the Code of Miami-Dade County, except that Hearing Officers adjudicating cases before the Unsafe Structures Appeal Panel shall be paid $150 per hour for a minimum of $600.00 per day and up to a maximum $1,200 per day. 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.
- Applicants should be computer literate and sufficiently competent to enter their findings directly into the computer system (i.e. after a brief training session).

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 website at: https://www.miamidadeclerk.gov/library/Code_enforcement/364-Web.pdf or by mail from 111 N.W. 1st Street, Suite 1750, Miami, Florida 33128. Inquires may also be directed to Robert Alfaro, via phone (305) 375-2333 or e-mail at robert.alfaro@miamidadeclerk.gov **Applications must be received by, Monday, March 11, 2024 and should be returned to Miami-Dade County, Clerk of the Court, Code Enforcement Division, 111 N.W. 1st Street, Room 1750, Miami, Florida 33128 or emailed to Robert.Alfaro@miamidadeclerk.gov.**