**RFQ #1718-232 REQUEST FOR QUALIFICATIONS**

**SPECIAL MAGISTRATE/HEARING OFFICER**

**Jackson County Board of County Commissioners**

**MARIANNA, FL**

The Jackson County Board of County Commissioners invites all interested parties to submit letters of interest to serve as a Special Magistrate/Hearing Officer to hear cases dealing with Code Enforcement within Jackson County and to conduct Administrative Hearings.

The Special Magistrate/Hearing Officer shall be appointed to hear cases of code violations and shall be a member of the Florida Bar with civil experience. The essential duties and responsibilities of a Hearing Officer include at a minimum the following:

* Maintain an open mind and be objective.
* Willing to learn and implement the hearing process.
* Ability to request information from involved parties and review evidence presented objectively.
* Ability to make findings of fact based on the evidence of record and to make a determination based on those findings.
* Willing and able to articulate findings and their relationship to the final determination.
* Willing and able to learn public record law as defined by Florida State Statute, Chapter 119.
* Ability to complete and file required paperwork with the County Court as provided by the Court.
* Willing to work with the County Attorney, when required.
* Willing to perform all other processes deemed necessary and customary.

Hearing Officers shall be attorneys in good standing with the Florida Bar. The fees to be charged shall be agreed to in advance of any proceedings by the appointed hearing officer and the County Administrator. **Applicants are asked to submit their proposed hourly rate of pay with a letter of interest.** All interested parties shall submit their letter of interest, with all required qualifying documents to this office no later than **August 29, 2018 at 2:00 p.m. (CST)**. Letters of interest received after the deadline will not be considered. Please submit to:

 **Jackson County Board of County**

 **Attn: Purchasing Department**

 **RFQ #1718-32 Special Magistrate/Hearing Officer**

 **Due: AUGUST 29, 2018 at 2:00 p.m.**

 **2864 Madison Street**

 **Marianna, FL 32448**

For further information please contact the Purchasing Department at (850) 482-9633 or jaustin@jacksoncountyfl.com. The County reserves the right to waive any informality or to reject any and all submissions. Additional documents and requirements will be posted on the County website at [www.jacksoncountyfl.net/purchasing](http://www.jacksoncountyfl.net/purchasing); click on current bids and RFP’s.