

**CONTRACT FOR SERVICES ANNOUNCEMENT
ALTERNATE RENT ABATEMENT HEARING EXAMINER
CITY OF MADISON'S LANDLORD & TENANT ISSUES COMMITTEE**

GENERAL REPOSIBILITIES: Act as Rent Abatement Hearing Examiner for the City of Madison's Landlord & Tenant Issues Committee in accordance with Chapter 32 of the Madison General Ordinances and Chapter 704 of the State Statutes. Conduct hearings, prepare official findings, orders, and related documents, and mediate abatement disputes.

EXAMPLES OF DUITES AND RESPONSIBILITES: Conduct Rent Abatement Hearings following application by tenants or Reconsideration Hearings at the application of either party or on the Motion of the Hearing Examiner. Administer oaths, ensure the fair orderly and impartial conduct of the hearing, take testimony, accept and preserve exhibits, and create a taped record of the proceedings. Based on evidence presented, determine if "rent impairing violation(s)" have occurred, whether Rent Abatement is warranted, the percentage of actual amount of the abatement, the effective dates for such abatement, and whether abatement is to be continuous. Prepare written findings, decisions, orders and records of calculations and other required hearing records and materials in a timely manner. Prior to hearings, review informational packets on each case, check Ordinance citations and possible abatement ranges for each alleged violation and identify facts necessary to establish which abatement range applies. Issue Subpoenas at the request of parties. Hold Pre-Hearing Conferences with parties to clarify or simplify issues and/or, upon the request of the parties, function as a Mediator to encourage voluntary settlement.

METHOD OF COMPENSATION: \$70.00/hour for preparation time, conferences before hearings, the actual hearings and decision writing time with a \$200.00 cap per hearing. (NOTE: Petitions for Reconsideration and Reconsideration Hearings will be considered separately with a \$200.00 cap per reconsideration.)

WORK SCHEDULE: Depending on the caseload, approximately 1 – 2 hearings a month conducted between 4:30 and 6:00 PM, one Tuesday per month; plus preparation time, Pre-Hearing Conferences and decision-writing time. The person hired for this position will be expected to make at least a one year commitment.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of due process/adversarial proceedings including the conducting of hearings, taking of evidence and issuing of findings and orders. Working knowledge of residential rental property maintenance, Building Inspection procedures and landlord/tenant relations. Ability to learn and apply the City Building Ordinance and the Rent Abatement Ordinance. Ability to conduct impartial hearings, prepare appropriate findings and orders in a timely manner, and create a taped record. Ability to accurately perform mathematical computations, complete necessary paperwork and meet deadlines. Ability to perform mediation and problem solving activities which encourage communication and resolution of disputes between landlords and tenants. Ability to communicate effectively, both orally and in writing. Ability to make decisions based on facts gained from evidence and testimony and interpreted in accordance with Madison General Ordinances. Ability to establish and maintain effective working relationships with staff, landlords, tenants and members of the Landlord and Tenant Issues Committee.

TRAINING AND EXPERIENCE: Responsible experience as an attorney or other professional involved in mediation, arbitration and/or other types of due process or legal adversarial proceedings which would provide the knowledge, skills and abilities required for this position. Practical experience and/or knowledge of residential property maintenance, landlord/tenant relations and other related areas is also desirable.

APPLICATION PROCESS: Application packets (including an Employment Application, Supplemental Information Sheet, and applicable City Ordinance) are available in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard, Madison, WI or by calling Karen Tantillo, the Rent Abatement Clerk, at (608)266-4787.

The completed Employment Application and Supplemental Information Sheet must be submitted to Karen Tantillo, Rent Abatement Clerk, PO Box 2984, Madison WI 53701-2984 or delivered to the Department of Planning & Community & Economic Development, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard, Madison WI – NO LATER THAN 4:00 PM, FRIDAY, ?????