



Katherine Zygumunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

142 East Main Street, City Hall

Meriden, CT 06450-5605

Telephone (203) 630-4037 • Fax (203) 630-5882

www.meridenct.gov

February 2, 2026

Citation Hearing Officer

Request for Qualifications

The City Manager is seeking qualified individuals to serve as Citation Hearing Officers.

Job Description

Citation Hearing Officers are as independent contractors appointed by the City Manager pursuant to Conn. Gen. Stat. §7-152(c) and Meriden City Code §86-2.

Citation Officers are charged with conducting fair, take evidence and testimony under oath, make determinations about liability, assessing and enforcing fines when violations are found, and dismissing cases when no violation is proven. The hearings, but not limited to, the following: parking citations including, without limitation, boot and tow appeals; bulky waste; blight; ice and snow removal from sidewalks; housing code enforcement; zoning code citation appeals; wetlands violation appeals; automated traffic enforcement; and nuisance violation appeals.

This is a part-time position as an independent contractor. Hearings are to be held at Meriden City Hall. Payment to equal \$25/hour up to a maximum \$200 per day.

Knowledge, Skills, & Abilities

- General knowledge of administrative law and state and municipal law.
- Manage and conduct a fair and impartial hearing within prescribed, rigorous timelines.
- Demonstrate excellent analytical and writing skills.
- Computer skills, including, but not limited to, the ability to use electronic mail and to create and submit written decisions.
- Fulfill all responsibilities of a hearing officer

Qualifications

- Applicants who have earned a Juris Doctor Degree from an accredited law school are preferred.
- Law students are also encouraged to apply.



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How to Apply

Applications will be reviewed on a rolling basis and interested applicants are encouraged to apply well in advance of the formal deadline. Qualifications must be received no later than **Monday, March 16, 2026**, and must include the following:

- Application;
- A Cover Letter;
- A resume;
- Two professional references.

Apply online at <https://tinyurl.com/meridencareers> or you can email your application to humanresources@meridentct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main St. Office hours are Monday-Friday 8:00 AM to 5:00 PM.

E.O.E.