

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31253
Job Class Code:	510	Salary Schedule:	ASRREXTCH
EEO Category:	06	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Technical Clerical Series

JOB CODE TITLE: EXAMINER TECHNICIAN II

HRIS TITLE: EXAMINER TECH II

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor. Has the authority to oversee and serve as primary contact for a unit of examiners and clerical staff; to make decisions regarding compliance of legal documents with relevant laws, rules and regulations; to exercise judgment in altering timetables to meet legal deadlines; to exercise judgment in the issuing of licenses, certificates, or permits in accordance with prevailing policies and procedures. Oversees a unit of examiners and/or performs complex technical regulatory work to determine compliance of documents with applicable state laws for the purpose of issuing licenses, certificates, or permits. Work product consists of Efficient and accurate functioning of a unit of examiners and clerical support staff and/or performance of complex technical regulatory work; accurate and timely examination of statements, agreements, contracts, complaints, orders, and other legal documents; accurate and timely information-giving to outside representatives; accurate and timely composition and preparation of legal documents. Responsible for the overall quality of work produced by unit of examiners and support clerical staff; for the meeting of legal deadlines; for the accuracy of information disseminated; for testifying when necessary at legal hearings.

EXAMPLES OF DUTIES: Oversees and reviews the work of a unit of examiners and clerical staff and/or performs complex technical regulatory work. Examines financial statements, intricate legal document, partnership agreements and contracts, to determine issuance of permits, certificates or licenses in compliance with appropriate laws, rules, and regulations. Examines and prepares complaints, and verifies completion of requirements. Services as a primary contact for business representatives, adjusters, and attorneys. Reviews transcripts of hearings, requests hearing dates, and may testify at hearings. May perform other general clerical duties. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: applicable laws, rules and regulations - sufficient to oversee a unit of examiners and clerical staff; sufficient to examine financial statements, partnership agreements and contracts to determine compliance; sufficient to examine and prepare complaints; sufficient to prepare legal notice of hearings; sufficient to review transcripts of hearings, request appropriate hearing dates, and occasionally testify at hearings; sufficient to compose orders for compliance and verify completion of requirements; sufficient to serve as primary contact to outside representatives.

Ability to: interpret and apply the laws, rules and regulations of the appointing agency; oversee a unit of examiners and other staff; examine intricate legal documents to determine legal compliance with relevant laws, rules, and regulations; prepare and compose legal documents according to legal formats; testify at hearings when necessary; monitor deadlines to ensure appropriate progress of unit work; deal with the public using appropriate tact, resourcefulness and diplomacy; serve as primary contact to outside representatives and other agency units.