

STATE OF ARIZONA JOB CODE SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | EXP | Job Code: | ACV74561 |
| Job Class Code: | 510 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 8820 | | |

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|------------------------------|-----------------|------------------------|--|
| Job Code Established: | 05/17/76 | Effective Date: | |
| Job Code Revised: | | Effective Date: | |

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: HEARING OFFICER II

HRIS TITLE: HRG OFFICER II

CHARACTERISTICS OF THE CLASS: Under direction, schedules, conducts and presides over administrative hearings and related proceedings of average difficulty at which evidence, oral and written is introduced by interested and adverse parties; and performs related work as required.

The Hearing Officer II serves as the journeyman level in the series for positions performing independently within a relatively restricted or limited area of the law. Interested parties in cases heard may or may not be represented by counsel and proceedings may be conducted informally or in a quasi-judicial manner. Expert testimony relative to complicated scientific or technical subjects is occasionally introduced. Cases typically pertain to the rights of single individuals or companies and hearing decisions generally do not have broad impact on the citizenry or represent substantial monetary awards. Final decision making authority of this hearing officer is usually predicated upon a higher level review and approval.

EXAMPLES OF DUTIES: Examines case files to determine jurisdiction and issues involved; sets hearing dates and issues subpoenas; entertains and rules on pre-hearing conferences; takes depositions and administers oaths; presides over hearings; examines witnesses; hears testimony and rules on evidence presented; orders independent investigations into matters as necessary; rules on post-hearing motions and requests; conducts legal research; applies law and precedent to facts; prepares recommended decisions for review by experienced hearing officers or appropriate administrative official.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the laws, rules, procedures and terminology applicable to the assignment; administrative hearing procedures; rules of evidence.

Skill/Ability to: analyze and appraise facts; apply legal principles and precedents; preside over hearing proceedings; communicate verbally and in writing.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid license to practice law in the State of Arizona.