

STATE OF ARIZONA JOB CODE SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | EXP | Job Code: | ACV74562 |
| Job Class Code: | 510 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 22 |
| 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 III

HRIS TITLE: HRG OFFICER III

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

The Hearing Officer III serves as the journeyman level in the series for positions performing independently within a broad and diversified assignment where knowledge of several agency programs and their administrative procedures and statutory references is required. Interested and adverse parties are frequently represented by counsel and proceedings are usually held in a formal quasi-judicial manner. Expert testimony involving complicated scientific and technical subjects is frequently introduced. Cases typically are highly litigated and hearing decisions often have significant impact on the citizenry or represent substantial monetary awards. Final decision making authority is occasionally predicted upon a higher level review and approval. May supervise and/or review the work of trainee or journeyman level Hearing Officers.

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; conducts follow-up to assure that hearing decisions are implemented.

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.