

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV74563
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	24
Workers Comp Code:	8820		

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 IV

HRIS TITLE: HRG OFFICER IV

CHARACTERISTICS OF THE CLASS: Under direction, serves as a chief hearing officer and is responsible for assigning, supervising and evaluating the work of a staff of hearing officers; or schedules; conducts and presides over administrative hearings and related proceedings of unusual difficulty at which evidence, oral and written is introduced by interested and adverse parties; and performs related work as required.

Non-supervisory hearing officers in this class are highly competent, talented and experienced individuals in their area of specialty. Work is performed independently and with considerable discretion within a broad and diversified assignment. Cases heard often involve precedent setting matters. All parties are represented by counsel and proceedings are held in a formal, quasi-judicial manner. Expert testimony involving complicated scientific or technical subjects is frequently introduced. Cases are highly litigated and are appealable only to the Appellate and Supreme Court levels. Hearing decisions frequently have significant impact on the law and administrative procedures and represent substantial monetary awards.

EXAMPLES OF DUTIES: Supervisory Positions: Assigns, supervises and evaluates the work of a staff of hearing officers; develops hearing division practices and procedures; advises and counsels subordinate hearing officers; prepares the division budget and a variety of administrative reports; attends meetings and conferences.

Non-Supervisory Positions: 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 request; conducts legal research; applies law and precedent to facts; prepares hearing 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; assign, supervise and evaluate the work of a staff hearing officer; communicate verbally and in writing.

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