

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV74573
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	01	Grade:	27
Workers Comp Code:	8820		

Job Code Established:	07/27/87	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: INDUSTRIAL COMMISSION CHIEF HEARING OFFICER

HRIS TITLE: IND COM CHF HRG OFFICER

CHARACTERISTICS OF THE CLASS: Under direction, acts as the Chief Adjudicative Officer of the Commission and supervises the work of the Hearing Officers, clerical staff and other assistants; and performs related work as required.

EXAMPLES OF DUTIES: Presides at formal hearings when the Commission directs, because of the extraordinary nature of the case to be decided or because of other circumstances such as unscheduled absences; employs hearing officers and is responsible for their training; employs and supervises the training of secretaries and other support staff members; assigns hearings; establishes rules and procedures consistent with applicable law, rules and policies of the Commission; maintains the hearing calendar; directs and authorizes issuance of subpoenas, subpoena duces tecum, cancellations and/or postponements of hearings, taking depositions; advises and counsels Hearing Officers and assists them if necessary; reviews cases and decisions of Hearing Officers; audits and evaluates performance of Hearing Officers; is responsible for monthly-yearly reports; handles supervisory duties such as promotions and salary adjustments.

KNOWLEDGE, SKILLS AND ABILITIES;

Knowledge of: Arizona Workers Compensation, related laws and legal precedents; administrative law; medical terminology.

Skill/Ability to: perform legal research; conduct and control adversary proceedings; communicate verbally and in writing; supervise and manage a legal office.

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