Administrative Law Judge

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ADMINISTRATIVE LAW JUDGE I	3640	B25	$69,572 - $114,099
ADMINISTRATIVE LAW JUDGE II	3642	B26	$76,530 - $129,430
ADMINISTRATIVE LAW JUDGE III	3644	B27	$84,182 - $142,374
ADMINISTRATIVE LAW JUDGE IV	3645	B28	$92, 600 - $156,612

GENERAL DESCRIPTION

Performs administrative hearing work involving presiding over contested case hearings and alternative dispute resolution proceedings.

EXAMPLES OF WORK PERFORMED

Conducts hearings involving legal, procedural, and technical issues.

Schedules and presides over hearings.

Administers oaths, examines witnesses, and rules on evidence.

Analyzes testimony and evidence.

Rules on discovery disputes, scheduling requests, and motions.

Compiles and maintains records of evidence and ensures proper handling for appeal and confidentiality.

Prepares proposals for decisions or final orders.

Prepares reports and legal documents.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: *Employees may serve in a lead or supervisory role. Factors that may distinguish between levels include the scope of responsibility and oversight; the complexity of work performed; the assigned practice area or division; the level of involvement in court operations; the decision-making responsibility and level of supervision exercised; the nature and complexity of work performed by employees supervised; the nature, scope, and sensitivity of the assigned cases; and the employee's related experience, education, and certifications.*

ADMINISTRATIVE LAW JUDGE I: Performs highly complex (senior-level) administrative hearing work. Works under limited supervision, with considerable latitude for initiative and independent judgment.

ADMINISTRATIVE LAW JUDGE II: Performs advanced (senior-level) administrative hearing work. Works under minimal supervision, with considerable latitude for initiative and independent judgment.

ADMINISTRATIVE LAW JUDGE III: Performs advanced (senior-level) administrative hearing work. Works under minimal supervision, with considerable latitude for initiative and independent judgment.

ADMINISTRATIVE LAW JUDGE IV (Added 9-1-2025): Performs highly-advanced (senior-level) administrative hearing work. Works under minimal supervision, with extensive latitude for initiative and independent judgment.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in counseling and dispute resolution. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas. Must meet any additional experience required in accordance with Texas Government Code, Chapter 2003, as applicable.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of trial and administrative hearing procedures, applicable laws, government regulations, and agency rules.
- Skill in listening to testimony of parties involved in hearings; in using reasoning and logic to identify solutions and approaches to cases; in using judgment to make rulings in assigned cases; and in the use of a computer and applicable software.
- Ability to determine and apply relevant rules and statutes; to comply with ethical standards; to recognize problems and identify and facilitate solutions; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas in accordance with Texas Government Code, Section 81.102.