Master Administrative Law Judge

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MASTER ADMINISTRATIVE LAW JUDGE I	3646	B29	$101,860 - $172,272
MASTER ADMINISTRATIVE LAW JUDGE II	3648	B31	$123,252 - $208,449

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Oversees and/or coordinates the scheduling and holding of hearings.

Oversees and/or prepares proposals for decisions or final orders.

Oversees and/or prepares reports and legal documents.

Conducts hearings involving legal, procedural, and technical issues.

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.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Employees in both levels I and II may serve in a lead or supervisory role coordinating or overseeing court activities. 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, sensitivity of the assigned cases; and the employee's related experience, education, and certifications.

MASTER ADMINISTRATIVE LAW JUDGE I: Performs highly advanced and/or managerial (senior-level) administrative hearing work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

MASTER ADMINISTRATIVE LAW JUDGE II: Performs highly advanced and/or managerial (senior-level) administrative hearing work in a specialized area of law. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in counseling or 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 legal principles and practices, trial and/or administrative hearings procedures, agency rules, and applicable laws.
- 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.