



Hearings Officer II

Salary Group: B20

Class Code: 3531

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HEARINGS OFFICER I	3530	B19	\$42,244 - \$68,960
HEARINGS OFFICER II	3531	B20	\$45,158 - \$73,788
HEARINGS OFFICER III	3532	B21	\$48,278 - \$78,953
HEARINGS OFFICER IV	3533	B22	\$51,614 - \$84,479
HEARINGS OFFICER V	3534	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs moderately complex (journey-level) legal and technical work. Work involves conducting hearings and preparing hearings decisions. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts hearings and prepares hearings decisions.

Explains the hearing process and issues oaths and affirmations to hearing participants, monitors hearing activities, limits testimony to relevant facts, and ensures that the hearing moves expeditiously.

Prepares for hearings by researching laws, regulations, policies, and precedent decisions.

Questions witnesses and rules on exceptions, motions, and admissibility of evidence.

Confers with agency personnel to obtain additional information bearing on hearings.

Issues written decisions affirming, modifying, or reversing previous rulings based on testimony, claims records, evidence, applicable provisions of laws, and established precedents.

Tracks, monitors, and/or schedules hearings-related activities to ensure that deadlines are met.

May assist in preparing and conducting administrative or appeals hearings procedure training.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administrative or appeals procedures, claims, labor and employment, or legal work. Graduation from an accredited college or university with a master's degree in business, finance, public administration, law, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal and state laws, rules, and regulations; of hearings proceedings; of civil procedure; and of administrative and regulatory laws in the State of Texas.

Skill in conducting legal analysis and research, in the use of a computer and applicable software, and in using judgment to identify courses of action.

Ability to conduct administrative or appeals hearings; to interpret and apply laws; to prepare hearings decisions; to gather, assemble, correlate, and analyze facts; to prepare training materials; to write concisely; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to be licensed and authorized to practice law in any state, territory of the United States, or the District of Columbia and to be an active member of the bar of any jurisdiction.