



# Hearings Officer III

Salary Group: B21  
Class Code: 3532

<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
<b>HEARINGS OFFICER III</b>	<b>3532</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
HEARINGS OFFICER IV	3533	B22	\$51,614 - \$84,479
HEARINGS OFFICER V	3534	B23	\$55,184 - \$90,393

## GENERAL DESCRIPTION

Performs complex (journey-level) legal and technical work. Work involves conducting hearings and preparing hearings decisions. May train others. Works under limited supervision, with considerable 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, applicable provisions of laws, and established precedents.

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

May prepare and conduct administrative or appeals hearings procedure training.

May provide guidance to others.

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 and conduct training; to write concisely; to communicate effectively; and to provide guidance to others.

**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.