



Administrative Law Judge I

Salary Group: B25

Class Code: 3640

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|------------------------------|-------------------|---------------------|----------------------|
| ADMINISTRATIVE LAW JUDGE I | 3640 | B25 | \$63,104 - \$103,491 |
| ADMINISTRATIVE LAW JUDGE II | 3642 | B26 | \$69,415 - \$117,397 |
| ADMINISTRATIVE LAW JUDGE III | 3644 | B27 | \$76,356 - \$129,137 |

GENERAL DESCRIPTION

Performs highly complex (senior-level) administrative hearing work. Work involves presiding over contested case hearings and alternative dispute resolution proceedings. May supervise the work of others. Works under limited supervision, with considerable latitude for initiative and independent judgment.

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.

May supervise the work of others.

Performs related work as assigned.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

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.