



Administrative Law Judge II

Salary Group: B26

Class Code: 3642

<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 advanced (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 minimal 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.

Assists in coordinating court activities.

May supervise the work of others.

Performs related work as assigned.

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.

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.