



Master Administrative Law Judge I

Salary Group: B29

Class Code: 3646

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MASTER ADMINISTRATIVE LAW JUDGE I	3646	B29	\$92,390 - \$156,256
MASTER ADMINISTRATIVE LAW JUDGE II	3648	B31	\$111,793 - \$189,069

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) administrative hearing work. Work involves presiding over contested cases, hearings, and alternative dispute resolution proceedings. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

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.

May manage and coordinate the activities of the courts.

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 legal principles and practices, of trial and/or administrative hearings procedures, of agency rules, and of 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.