

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ADMINISTRATIVE LAW JUDGE 3

DEFINITION

Supervises Administrative Law Judge's who conduct contested case hearings and conducts contested case hearings; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, discipline, performance plans, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Assesses training needs of staff and develops necessary training plans.

Conducts prehearing conferences, does legal research and rules on motions.

Presides over and conducts contested case appeal hearings in accordance with the Iowa Code, Chapter 17A, involving sensitive matters or possible precedent setting decisions on appeals to ensure compliance with department enforced state and federal laws and regulations.

Preside over and conduct contested case hearings by: scheduling date, time and location of hearing; administering oaths; ruling on legal motions; ascertain pertinent facts by questioning witnesses and reviewing documents; directing the recording of testimony and ruling on objections; assessing evidence, to admit or exclude, through direct examination, cross examination and further examination as necessary; and issuing subpoenas to compel attendance of witnesses and production of papers/records.

Prepares written findings of facts and proposed decisions involving administrative determinations based on evaluation of pertinent facts and application of appropriate provisions of law and established precedents.

COMPETENCIES REQUIRED

Knowledge of administrative and common law.

Knowledge of rules of evidence.

Knowledge of procedures followed in the conduct of contested case hearings.

Knowledge of appeal rights and remedies as set forth in pertinent case laws, statutes and administrative rules.

Knowledge of laws, policies, procedures, and regulations pertaining to the employing department.

Knowledge of the principles, practices, and techniques of supervision.

Knowledge of staff training and development.

Ability to exercise control over contested case hearings to ensure that relevant facts, information, and evidence are presented.

Ability to analyze facts and make sound decisions based on evidence presented and on applicable laws, rules and precedents.

Ability to establish and maintain effective working relationships with subordinate staff, public and private officials, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, control, and effectively administer the work of subordinate personnel.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and seven years of full time responsible quasi-judicial or closely related experience which involved either: conducting legal investigations to obtain evidence; hearing cases relative to specific organizational programs and recommending action for the disposition of cases;

OR

graduation from an accredited school of law and four years of full time experience in the practice of law or four years of the above qualifying experience;

OR

any equivalent combination of qualifying education and experience totaling eleven years on the basis that 30 semester hours of college or university course work is equal to one year of experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as an Administrative Law Judge 2.

NOTE:

Persons newly employed to preside over contested case proceedings, by the Administrative Hearing Division in the Department of Inspections and Appeals, must possess a current, active license to practice law in Iowa.

Effective Date: 07/11BR