

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ADMINISTRATIVE LAW JUDGE 2

DEFINITION

Performs duties from trainee to journey level in conducting 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

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

Presides over and conducts contested case appeal hearings in accordance with the Iowa Code, Chapter 17A, to ensure compliance with department enforced state and federal laws and regulations, including scheduling date, time and location of hearing; administers oaths; rules on legal motions; ascertains pertinent facts by questioning witnesses and reviewing documents; direct recording to take testimony and rules on objections; assess evidence, to admit or exclude, by facilitating direct examination, cross examination and further examination as necessary; and issues 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.

Provides guidance to lower level judges; advises on conduct of hearings and decision writing.

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 specific laws, court decisions, and established precedents applicable to the employing department's programs.

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 applicable laws, rules and precedents.

Ability to communicate effectively, orally and in writing, in legal matters.

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 three years of full time responsible quasi-judicial or closely related experience which involved either: conducting legal investigations to obtain evidence; or hearing cases relative to specific organizational programs and rendering decisions or recommending action for the disposition of cases;

OR

graduation from an accredited school of law;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work involving the conduct of quasi-judicial policy or program administrative hearings (review of records and briefs or questioning witnesses to obtain facts, admit or exclude evidence, rule on objections, and prepare written findings of fact and decisions).

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: 07/11 BR