



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60151

HEARING OFFICER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Hearing Officer may not perform all of the duties listed. However, performance of the first duty (I) a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Hearing Officer position is to prepare for and conduct hearings. Incumbents prepare for hearings by scheduling the date, time, and place of hearing, arranging for the appearance of all trial participants, reviewing case and associated files scheduled for hearing, and researching relevant regulations, policies, and laws. When incumbents conduct hearings they ensure all involved parties' right to due process is afforded, maintain orderly proceedings, elicit testimony from witnesses, review and assess testimony and evidence, apply appropriate program regulations and/or state and federal laws, recommend a final decision, and render a written decision.

Duties

- Frequency: 50% +/-15%
- I. Conducts quasi-judicial administrative hearings (e.g., mistake-of-fact, paternity, child support, adjustment, social services, income maintenance) and renders a written opinion based on the presentation of the facts.
- Frequency: 40% +/-15%
- II. Prepares for administrative hearings (e.g., mistake-of-fact, paternity, child support, adjustment, social services, income maintenance).
- Frequency: 10% +/- 3%
- III. Prepares necessary paperwork, reports and records related to the preparation and conduction of administrative hearings.



**ADDITIONAL DUTIES FOR THE
JOB CLASSIFICATION OF
HEARING OFFICER**

NOTE: The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Supervises staff (e.g. typists and investigators).
 - A. Provides training for staff.
 - B. Reviews subordinates work for completeness and accuracy.
 - C. Completes performance evaluations.
 - D. Listens to grievances and recommends actions based on knowledge of situation.



**KSA'S FOR THE
JOB CLASSIFICATION OF
HEARING OFFICER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	State laws, rules and regulations; Federal laws, rules and regulations; Local laws, rules and regulations; Interviewing principles; Social welfare issues; Court testimony and evidence rules and procedures; Mistake-of-fact, paternity, child support, and adjustment; Administrative hearing practices and procedures; Court procedures.	Oral communication; Organization; Writing; Interviewing; Advising; Public Speaking.	Resolve a wide range of problems; Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Maintain accurate records; Write reports Interview others; Prepare correspondence; Make independent decisions; Explain legal or technical issues to others; Conduct administrative hearings; Elicit testimony from others.
II	State laws, rules and regulations; Federal laws, rules and regulations; Local laws, rules and regulations; Research techniques; Social welfare issues. Court testimony and evidence rules and procedures; Mistake-of-fact, paternity, child support, and adjustment; Administrative hearing practices and procedures; Court procedures .	Oral communication; Writing; Organization.	Extract information from various sources; Give or exchange facts or routine information; Maintain accurate records; Work independently; Prepare correspondence; Interpret technical material.
III	Office practices and procedures; English grammar and composition.	Organization; Writing.	Maintain accurate records; Proofread materials; Prepare correspondence; Monitor the work of others; Recognize errors in the work of others.



Minimum Qualifications

- One course or six months experience in interviewing, one course or six months experience in technical writing, one course or six months experience in legal research, 1 course or six months experience in courtroom procedures, and one course or six months in typing, keyboarding or word processing. Also requires one year of experience in client services in a county department of job and family services.
- Or twelve months experience in conducting quasi-judicial administrative hearings, mediations, or alternate dispute resolutions. Also requires one year of experience in client services in a county department of job and family services or like agency that follows state and/or federal laws regarding paternity, mistake-of-fact, child support, adjustment, social services and income maintenance.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires almost no responsibility for the physical safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, such as would be expected in typical office environments. Minor risks are present that require normal safety precautions which are typical of such places as offices.