

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEARINGS REFEREE

POSITION CODE: 18300
Effective: 02/01/05

DISTINGUISHING FEATURES OF WORK:

Under direction prepares and conducts quasi-judicial hearings and makes decisions on appeals pertaining to statutory compliance, claims, assessments and regulations' violations involving questions between state agencies and outside parties; prepares opinions, legal briefs, rules and regulations, and proposed statutory amendments.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares for hearings by reading and analyzing case appeals, court rulings and decisions, administrative rulings, documents, statutes, files, field audits and investigation reports.
2. Holds prehearing conferences with applicants, employers, accountants, and attorneys to clarify the issues to become more familiar with the case, and to attempt to settle issues without recourse to a formal hearing.
3. Presides at hearings, sitting alone or as one of a body; determines cases involving questions of fines, rates of contribution, refunds, position changes, allocation appeals, claims, disciplinary actions, geographical transfers, assessments, easements, zoning, air rights, violations or disputes of provisions of labor, transportation and taxation laws, and all other matters wherein the statutes so require or permit.
4. Examines legal and administrative documents at hearings; passes on the admissibility of evidence; guides questioning and puts questions on points at issue.
5. Reviews evidence and briefs submitted at hearings, and examines statutes and court decisions prior to writing decisions.
6. Prepares interpretations of questions submitted at hearings.
7. Writes hearings' decisions involving summarization of material evidence, statement of findings of facts and conclusions; may confer with superior on important questions of interpretation, issues and cases.
8. Conducts continuous studies of current decisions, rulings and amendments, and does complex and extensive research into legal problems.
9. Assists in the preparation of legal briefs in pending suits of the agency in trial and appellate courts.

HEARINGS REFEREE (Continued)

10. Confers with applicants, employers, labor representatives, accountants, attorneys and the general public on significant aspects of a particular case.
11. Prepares replies to letters to inquiry to explain and interpret statutory provisions.
12. Drafts proposed bills and statutory amendments and develops procedures, amended rules and regulations, and interpretive bulletins.
13. Consults with and advises administrative officers, when requested on legal problems incident to the administration of the agency.
14. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires graduation from a recognized law school.

Requires the possession of a license to practice law in Illinois.

Requires two years professional experience in litigation, administrative hearings or related legal work.

Knowledges, Skills and Abilities

Requires thorough knowledge of judicial and quasi-judicial rules and of procedures of administrative hearing agencies.

Requires thorough knowledge of the laws, rules and regulations applicable to the department in which employed.

Requires extensive knowledge of substantive law.

Requires elementary knowledge of accounting.

Requires ability to maintain satisfactory working relationships with hearings disputants, attorneys, employers, representatives of labor organizations, and other members of the general public.

Requires ability to prepare reports of disposition of cases handled.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

Significant Mental Requirements

Requires considerable skill and ability to analyze and appraise facts, evidence, legal and administrative documents, records and audits in order to obtain a clear mental picture of the issues involved.

Requires ability to apply past legal and administrative decisions, rulings and principles to fact situations found within cases before and after the hearing.

Requires ability to exercise judicial impartiality.

Requires ability to draft complex and technical legal documents.