

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEARINGS REFEREE - INTERMITTENT

POSITION CODE: 18301
Effective: 02/01/05

DISTINGUISHING FEATURES OF WORK:

Under direction and on an intermittent basis, prepares and conducts quasi-judicial hearings and prepares referee decisions on appeals pertaining to legal issues such as claims and assessments involving questions between the state, agencies and outside parties; or prepares opinions and legal briefs.

The Hearings Referee - Intermittent classification is utilized exclusively by the Department of Employment Security under written conditions of employment agreed to by the Directors of Employment Security and Central Management Services.

The work responsibilities and assignments of the Hearings Referee and Hearings Referee Intermittent are similar beyond a normal job learning period. The conditions of employment set out for the intermittent class is different, in that employment depends upon nonstandard fluctuating workload, and may not exceed 1,500 hours a year to satisfy the definition for included positions; a year is identified as October 1 through September 30.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares for hearings by reading and analyzing appeals, court rulings and decisions, administrative rulings, documents, statutes, files, field audits and investigative 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 resolve issues without recourse to a formal hearing.
3. Presides, in person or through telecommunications, at hearings arising under various state or federal laws, rules and regulations.
4. Examines legal and administrative documents at hearings; passes on the admissibility of evidence; guides questioning and asks questions on points at issue; develops a record for purposes of further administrative appeal.
5. Reviews evidence and briefs submitted at hearings, and examines statutes, rules and court decisions in order to arrive at a decision.
6. Writes hearings' decisions including a statement of findings of fact, reasoning and conclusions in a timely manner; confers with supervisor or peers on important questions of interpretation, issues and cases; records hearings and appeal reports, decisions and information to appropriate software application, within allowable time frame.
7. Conducts continuous studies of current decisions, rulings and amendments, and does complex and extensive research into legal issues.

HEARINGS REFEREE - INTERMITTENT (Continued)

8. Confers with applicants, employers, labor representatives, accountants, attorneys and the general public on issues of law.
9. Prepares replies to inquires on specific cases or to explain and interpret statutory provisions.
10. Performs other related 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 and 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 hearings.

Requires extensive knowledge of state and federal agency-specific laws and applicable rules and regulations.

Requires working knowledge of telecommunication systems used for telephone hearings process and of recording equipment.

Requires elementary knowledge of the operations of computers, computer systems and related software applications.

Requires elementary knowledge of accounting.

Requires ability to apply past judicial and administrative decisions, rulings and principles to factual situations found within cases.

Requires ability to gain and maintain satisfactory working relationships with hearing disputants, attorneys, employers, representatives of labor organizations, the general public, supervisors and peers.

Requires ability to plan for the effective management of time in the prioritizing of daily work and in meeting overall service objectives.

Requires ability to exercise sound judgment and impartiality in appraising and evaluating legal issues.

Requires ability to draft complex and technical legal documents.

Requires ability to express oneself clearly and concisely in written and oral form.

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

Requires ability to analyze, appraise and organize facts, evidence and precedents concerned in difficult and complex cases and to present such material in clear and logical form for written presentations as briefs, reports or decisions.

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.