



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0753

ADMINISTRATIVE LAW JUDGE

GRADE Q*

SCOPE OF WORK:

Work activities involve conducting administrative hearings and related proceedings concerning a wide variety of administrative matters originating from various state agencies, boards and commissions, the courts, tribal governments, and local governments.

DUTIES PERFORMED:

- Issue hearing notices.
- Research, interpret, and apply statutes, rules, policies, files, and other cases to prepare for hearings or prehearing conferences.
- Conduct prehearing and other conferences.
- Handle prehearing matters: issue subpoenas, rule on prehearing motions and petitions, and issue prehearing orders.
- Conduct hearings in accordance with the Administrative Agencies Practices Act, the Uniform Rules of Administrative Procedure for Adjudicative Proceedings, and other applicable state and federal statutes and rules; take testimony, admit evidence, question witnesses, and rule on objections, motions, admissibility of evidence, and other matters at the hearings.
- Analyze documentary evidence, witness testimony, and other evidence; evaluate and determine the credibility of witnesses; analyze applicable state and federal statutes and rules as well as applicable case law.
- Write decisions to include appropriate findings of fact, conclusions of law, and orders.
- Conduct administrative hearings and rules hearings as a procedural administrative law judge.
- Conduct alternative dispute resolution hearings, including mediation, early case evaluation, mini-hearings, mediated settlement conferences, and arbitration.
- Review the work of other Administrative Law Judges and temporary Administrative Law Judges as required.
- Provide oversight and manage the work of support staff.
- Provide input and assist the director regarding administrative matters, legislation, and rules.
- Provide training for Administrative Law Judges, temporary Administrative Law Judges, hearing officers, agency personnel, and others on procedures for administrative hearings, and hearing issues.
- Plan for hearing security in volatile situations and respond to unexpected volatile situations if necessary.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a law degree, admission to the bar, five years of hearing officer, judicial, or trial experience, plus completion of National Judicial College course: "Administrative Law: Fair Hearing," and "Administrative Law: Advanced," or equivalent training.

Eff. Date: 1/93

Rev: 8/95 – Title change

Rev: 12/01 – Deleted levels I & II and upgraded the class one grade.

Rev: 7/12 – Conversion to Hay System; *Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12