



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4360

APPEALS REFEREE
GRADE K

SCOPE OF WORK:

Individuals in positions assigned this classification conduct hearings and issue final decisions on employment related appeals filed by claimants and/or employers.

DUTIES PERFORMED:

- Arrange and conduct hearings in accordance with federal and state laws to discover pertinent facts affecting claims.
- Issue subpoenas directing persons to appear at hearings.
- Confer with the employer or agency involved in the appeal regarding the procedures and policies of the agency; obtain any additional necessary information related to the appeals.
- Render decisions based on evaluation of testimony, relevant evidence, applicable provisions of law, and established precedents.
- Write decisions explaining rulings and inform interested parties of results.
- Hold conferences for settlement or simplification of issues; obtain stipulations with the consent of the interested parties.
- Make complete and official records of the proceedings, including exhibits presented.
- Act as agent for interstate appeal hearings and transmit records of the proceedings to the liable state.
- Act as overall supervisor in absence of Chief Appeals Referee.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years of professional experience involving the interpretation and explanation of rules and regulations in areas such as unemployment insurance, social security benefits, health and retirement benefits, or Job Training Programs. The completion of a Juris Doctorate meets the minimum qualifications.

Eff. Date: 08/79

Rev: 05/92 – Rewritten; factoring project. Minimum qualifications changed

Rev: 05/97 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System