



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4361

CHIEF APPEALS REFEREE

GRADE L

SCOPE OF WORK:

The individual in the position assigned this classification is responsible for the management and operations of the appeals hearing program at Job Service North Dakota.

DUTIES PERFORMED:

- Review and maintain controls on appeals filed in various unemployment benefit programs and tax liability cases.
- Schedule and assign hearings to subordinate appeals referees.
- Arrange and conduct hearings in accordance with federal and state laws to discover pertinent facts affecting claims.
- Issue subpoenas and secure court orders.
- Confer with the employer or agency involved in the appeal regarding procedures and policies of the agency; obtain additional necessary information relating to the appeal.
- Render decisions based on the evaluation of testimony, relevant evidence, applicable provisions of law, and established precedents.
- Review decisions written by subordinates for accuracy and compliance with law and precedent.
- Write decisions explaining the ruling and inform interested parties of the results.
- Make complete and official records of the proceedings, including exhibits presented.
- Hold conferences for settlement or simplification of the issues; obtain stipulations with the consent of the interested parties.
- Disseminate information relating to the appeals function to special groups such as unions, employer groups, other governmental agencies, and to the general public.
- Act as agent for interstate appeal hearings and transmit records of the proceedings to the liable state.
- Supervise and assist with the preparation of records for Job Service review and for judicial reviews.

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 bachelor's degree and five years of professional experience involving the interpretation and explanation of rules and regulations and the rendering of decisions regarding such areas as unemployment insurance, social security benefits, health and retirement benefits, or Job Training Program. The completion of a Juris Doctorate and two years of experience as an appeals referee or hearings officer will also meet qualifications.

Eff. Date: 11/74

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

Rev: 05/97 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System