



HEARING OFFICER, DEPARTMENT OF TRANSPORTATION

SCOPE OF WORK:

Work involves activities associated with conducting hearings pertaining to the suspension, revocation, or denial of driving privileges, or conducting other evidentiary hearings the department is required to provide. Hearing requests may be based on grounds such as driving under the influence/actual physical control, driving under suspension, points, medical conditions, physical or cognitive conditions, the requirements of the International Fuel Tax Agreement, etc.

DUTIES PERFORMED AT ALL LEVELS:

- Arrange the logistics of the hearing such as location, date and time, and notify involved parties and witnesses.
- Research statutes, court decisions, rules, policies and procedures applicable and apply to appeal cases during proceedings.
- Preside over entire hearing, including taking testimony; receiving and determining admissibility of evidence; calling, subpoenaing, and questioning witnesses; ruling on procedural matters; and preparing hearing record.
- Prepare and issue decisions based upon findings of fact and conclusions of law.
- Provide information concerning the administrative hearing process to individuals or their representatives.
- Review and certify the accuracy of transcripts for appeals of decisions to district court.
- Complete required correspondence, reports, and responses to inquiries.
- Coordinate, as required, with parties or organizations to accomplish assigned duties.

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

HEARING OFFICER I, DEPARTMENT OF TRANSPORTATION 5245

GRADE M

LEVEL DEFINITION:

Work at this level involves all activities associated with conducting hearings of a varying range of complexity. Guidance and direction on the most complex or unique cases is available from the Department's chief hearing officer and/or legal counsel.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a law degree and two years of legal experience. Preference will be given to hearing officer, judicial or trial experience, or other legal experience that included the application of rules of evidence and writing briefs and/or orders.

HEARING OFFICER II, DEPARTMENT OF TRANSPORTATION 5246
GRADE N

LEVEL DEFINITION:

Work at this level involves all activities associated with conducting hearings of a varying range of complexity. Additionally, work includes providing supervision and consultation to the Department's administrative hearings staff. The individual in this position reports to the Department's general counsel.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform supervisory duties such as monitoring and adjusting workload distribution among hearing officers, establishing work standards and evaluating work performance of hearing officers, providing for and/or conducting training of hearing officers, etc.
- Advise hearing officers on the most complex and unique hearing cases.
- Assist in developing policy and procedural guidelines for the hearing process.

MINIMUM QUALIFICATIONS:

Requires a law degree and four years of hearing officer, judicial, or trial experience.

Eff. Date: 10/74

Rev: 10/89 - Revised class at request of DOT as result of change in hearing process

Rev: 09/98 - Request by DOT to add second level, change minimum qualifications, and review grade of first level; re-titled from Driver's License Hearing Officer