

## ADMINISTRATIVE LAW JUDGE

### KIND OF WORK

Highly responsible technical and non-technical legal work in the conduct of public hearings and preparation of written decisions.

### NATURE AND PURPOSE

An employee in this class is responsible for conducting hearings under the Administrative Procedure Act and other applicable statutes. This employee may conduct highly sensitive and complex hearings. Work is supervised by an Administrative Law Judge Supervisor in terms of adherence to accepted legal practices. This employee also conducts legal research.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Presides over hearings for various state and local agencies in connection with licenses, permits, rates, personnel and other regulatory matters referred to the Office of Administrative Hearings for hearings, so that the hearings conform to the standards in the Administrative Procedure Act.

Prepares detailed findings of fact, conclusions and recommendations or orders from his or her own notes and from transcripts and evidence submitted at the hearing and submits the decisions to the appropriate agency.

Controls the course of hearings by administering oaths, instructing participants, questioning witnesses and ruling on the relevancy or admissibility of evidence to assure that hearings are reasonably expeditious and orderly. Recommends issuance of subpoenas to assure the attendance of witnesses and the production of evidence.

Reviews evidence submitted in written form and testimony taken to assure that all available testimony and evidence is represented in the findings of fact.

Forwards record information to the proper parties when appeals are carried to a higher authority so that the appeal may be handled expeditiously.

Assists with administrative law and procedure research for the purpose of recommending appropriate legislative amendments.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of legal principles and their application.

Considerable knowledge of the laws relating to the conduct of hearings and the provisions of the Administrative Procedures Act.

Working knowledge of the principles and theories of administrative law and the judicial review of administrative actions.

Ability to:

Ability to perform legal research.

Ability to analyze and apply legal principles, evidence and precedents to legal problems.

Ability to make accurate findings of facts and conclusions of law and make recommendations based on the facts and law.

Ability to control and manage a contested hearing.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with others.

NECESSARY SPECIAL QUALIFICATIONS

Admission to practice law in Minnesota.

Est.: 11/75  
Rev.: 4/00  
Ckd.:

T.C.: 6/84, 12/07  
Former Title(s): Hearings Examiner 2,  
Administrative Law Judge 2