

APPEALS EXAMINER

KIND OF WORK

Advanced professional work conducting hearings and recommending action on appeals.

NATURE AND PURPOSE

An employee in this class is responsible for conducting hearings, adducing evidence and writing decisions and recommendations on appeals made to administrative divisions. The cases are of varying difficulty and include highly technical work for which much research must be conducted in order to reach an appropriate decision. Considerable latitude for the exercise of independent judgment is allowed and supervision is received by review of final results obtained. Advancement to the class Appeals Examiner, Senior is possible after gaining experience and expertise in the position and meeting performance and training requirements for the class.

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

Schedules appeal cases and notifies all interested parties.

Presides as a referee in appeal hearings determining relevant issues, ruling on the admissibility of evidence, finding appropriate facts and mediating controversy.

Researches statutes, policies, regulations, etc. to determine precedents and rulings related to the appeal.

Prepares recommended order for Commissioner indicating suggested disposition of the appeal.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

considerable knowledge of statutes, rules and regulations relating to the field represented by the department or agency in which employed.

considerable knowledge of hearings procedures and rules of evidence.

Skill in:

analyzing, appraising and organizing facts and precedents.

Ability to:

understand, interpret and explain appropriate law and rules and regulations.

write and speak effectively.

Est.: 12/4/73

Ckd.: 8/92

T.C.:

Former Title(s):