

UNEMPLOYMENT INSURANCE JUDGE

KIND OF WORK

Quasi-judicial work relating to unemployment insurance.

NATURE AND PURPOSE

Under limited supervision hears, decides and writes decisions on appeals from determinations on issues arising from benefit claims, employer tax matters and all other appeals for Unemployment Insurance benefits and tax administration; related Federal programs and other Economic Security programs; performs related work as required. Benchmark positions are those Hay evaluated on January 30, 1990.

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

Examines appeal file to prepare for hearing to ascertain that the relevant information (determination, appeal notice, supporting documents, copies of subpoenas, if any, and notice of hearing) reflects the appropriate issues on appeals.

Conducts hearing to obtain evidence and testimony concerning the issue(s) on appeal. These issues generally arise from the initial determination on benefits, or tax liability, tax rates, etc. UI Judges must observe the established process requirements and meet the standards of the Secretary of Labor.

Prepares decisions or orders, including dismissals and remands by researching issues, preparing findings of fact and reasons for the decision, so that parties are informed of the conclusion reached.

Issues written decisions conforming to the standards of the Secretary of Labor.

Assists unrepresented parties in presenting their case without impairing the judge's posture as an impartial judge.

Applies statutory and case law and rules to individual cases by fact finding and objective application of law.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal laws/regulations/precedence relating to federal benefit programs sufficient to make decisions.

Departmental procedures established for unemployment insurance hearings.

Administrative law and rules of evidence to meet the Secretary of Labor's standards.

Contribution rate law.

Ability to:

Protect the due process rights of individuals and communicate with diverse segments of society.

Write clearly, accurately, and concisely.

Reason and apply the law to the facts of the case in reaching an objective decision.

Research on disputed points of law.

Est.: 06/90

Rev.:

Ckd.: 1/95

T.C.: 1/95; 8/99; 4/00

Former Title(s): Unemployment Insurance
Judge

Reemployment Insurance Judge

Reemployment Compensation Judge