

CHIEF HEARING OFFICER

DEFINITION: Under administrative direction, serves as the unit chief responsible for the overall administrative management of the Office of Hearings and Appeals, an Executive Office located within the Office of the President/Vice-President involved in hearing administrative appeals such as tax disputes, workmen compensation type cases, personnel grievances, etc; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Executes the duties granted to the Office of Hearings and Appeals in a impartial manner; maintains a separate and independent office from government influence as stipulated in the Plan of Operation; develops policies for a fair and impartial forum when hearing administrative appeal type cases and grievances; provides legal direction to other attorneys where legal precedents are absent; determines acceptance of contested cases; reviews and assigns cases; assures work produced by staff are consistent with established hearing laws, rules and regulations.

Serves as a hearing officer; hears and renders decisions on contested cases involving personnel grievances, child support enforcement grievances, and similar case type hearings; reviews case files; presides over hearings; administers oaths, examines witnesses, reviews evidence submitted; issues subpoenas, procedural orders and/or other orders as necessary; takes or orders depositions; reviews and analyzes briefs, memoranda of law and/or other submitted information; undertakes or oversees legal research; drafts and distributes decisions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation laws and applicable state and federal statutes, rules, and regulations.
Knowledge of the principles of management, administration, supervision, accounting/bookkeeping, etc.
Knowledge of court processes, administrative law processes and legal terminology.
Knowledge of the legislative process and intergovernmental relations.
Knowledge of the principles and methods of conducting and undertaking legal research.
Skill in reading, understanding, interpreting and applying Navajo Nation, State and Federal statutes, rules, administrative orders, policies and procedures and case laws.
Skill in conducting legal research.
Skill in operating a personal computer utilizing a variety of software applications.
Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, and interested parties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may involve highly charged emotional disruption in hearings, which may be evidenced by highly slanderous statements and acrimonious accusations. Work involves a minimum of physical effort.

MINIMUM QUALIFICATIONS: A Juris Doctorate degree; and six (6) years of progressively responsible experience as a trial or office attorney, administrative law judge or a closely related field.

SPECIAL REQUIREMENTS: Must be eligible for and maintain membership in the respective states and Navajo Nation Bar Associations.

THE NAVAJO NATION

Class Code: 2150
Legal Services Series
Hearing Officer Group
Overtime Code: Exempt
Pay Grade: 69

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.