

HEARING OFFICER

DEFINITION: Under general direction, performs work of considerable difficulty; exercises authority granted by the Office of Hearing and Appeals to hear and decide administrative appeals such as personnel grievances and child support enforcement grievance cases; 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:

Hears and brings to resolution cases involving personnel grievances, child support enforcement grievances, and similar case type hearings; maintains an impartial position when hearing grievance cases; assures hearings are conducted in compliance with established laws, policies and procedures; provides counsel to operating managers on procedural issues and on decisions;

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; renders decisions or provides recommendations based upon the law and evidence submitted.

On grievances involving child support enforcement, coordinates program activity with county, state and federal agencies in obtaining and exchanging factual information for utilization in hearings; reviews and as appropriate, signs orders for the child support enforcement program; serves as liaison with various programs; provides information and shares educational and informational materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation laws and applicable state and federal statutes, rules, administrative orders, policies and procedures, and case law.

Knowledge of court processes, administrative law processes and legal terminology.

Knowledge of intergovernmental relations.

Knowledge of the principles and methods of conducting and undertaking legal research.

Skill in conducting valid, effective legal research.

Skill in applying legal precedents to individual cases.

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 be highly charged with emotional disruption, which may be evidenced by highly slanderous statements and acrimonious accusations. Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Juris Doctorate degree; and two (2) years of progressively responsible experience as a trial or office attorney, administrative law judge or closely related field.

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

THE NAVAJO NATION

Class Code: 2151
Legal Services Series
Hearing Officer Group
Overtime Code: Exempt
Pay Grade: 67

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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.