

Position Description

Worker's Compensation Division

Attorney - Administrative Law Judge

Under general supervision, this position conducts quasi-judicial hearings and issues findings of fact, conclusions of law and orders; presides at pre-hearing and settlement conferences to narrow issues and settle disputes; provides answers and opinions to legal questions by phone, in person and by correspondence; makes public presentations to explain Worker's Compensation Act to interested groups.

50% A. Conduct formal quasi-judicial worker's compensation hearings and informal pre-hearing and settlement conferences at selected locations throughout the State.

- A1. Conduct orderly hearings, assist parties in developing essential testimony and proof for the record and confine issues to points in dispute with view to limiting contested issues.
- A2. Direct order of witnesses and testimony, rule on admissibility of evidence, objections and motions.
- A3. Review compromises and settlements presented at hearings and informal conferences for approval, modification or rejection.
- A4. Prepare synopses after hearings which accurately summarize testimony and proceedings.
- A5. Conduct informal interviews advising parties as to rights, procedure and answering questions they may have.
- A6. Make evaluations of disfigurement disability and permanent disability of scheduled injuries on informal basis.
- A7. Utilize acceptable methods of alternative dispute resolution including proper forms of mediation to resolve issues and cases in accordance with Department policy without the necessity of formal hearings.

30% B. Make independent decisions and findings on the basis of testimony, evidence and expertise in the field of worker's compensation.

- B1. Draft Orders to clearly define the rights and obligations of the parties in cases which involve minimal amounts to many thousands of dollars.

15% C. Answer legal questions in response to inquiries from correspondence, persons calling on the telephone or in-person when in the office.

- C1. Answer personal inquiries relating to cases currently assigned.
- C2. Answer legal questions and rule on legal motions in pending cases.
- C3. Review settlements and compromises for approval, modification or rejection.
- C4. Evaluate medical reports.
- C5. Pass upon requests for continuance of hearing.
- C6. Issues State employee awards.
- C7. Advise and confer with Division staff members to assist them with the performance of their assigned duties and to promote the consistent administration of the Worker's Compensation Act.
- C8. Review third-party- settlements submitted under Section 102.29 of the Statutes for approval, modification or rejection.

5% D. Maintain current on related legal and medical topics; provide guidance in subject areas; perform other miscellaneous duties as needed or assigned

- D1. Read professional literature, including that pertaining to worker's compensation and related legal and medical topics.
- D2. Review Judicial decisions to keep abreast of legal trends.
- D3. Study and recommend changes in procedure and administrative rules of the Department.
- D4. Deliver speeches and talks.
- D5. Prepare and give speeches and talks before various groups interested in worker's compensation including the State Bar of Wisconsin and other professional organizations.
- D6. Participate in technical training to enhance computer skills as needed.
- D7. Confer when required on Petitions For Review with members of the Labor and Industry Review Commission.

D8. Perform miscellaneous duties as needed or as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Worker's Compensation Law.
2. Knowledge of issues related to Worker's Compensation, personal injury or other related areas.
3. Knowledge of the process to conduct administrative hearings, court hearings, or trials.
4. Knowledge of the principles of administrative law practices and rules.
5. Knowledge of methods used to research applicable law and precedent, including computer based resources.
6. Knowledge of case law analysis and review methods.
7. Knowledge of the law of evidence.
8. Knowledge of constitutional principles.
9. Knowledge of methods to analyze legal decisions and records.
10. Knowledge of medical terminology.
11. Knowledge of techniques used to develop and maintain good working relationships with a wide variety of people in sensitive situations.
12. Knowledge of conflict resolution methods.
13. Knowledge of electronic platforms for litigation process.
14. Ability to research, analyze and correctly apply statutes, rules, case law and other legal authorities.
15. Ability to use computer based resources for legal research.
16. Ability to apply principles of constitutional law and statutory interpretation.

17. Ability to communicate sound legal analysis in a comprehensive yet concise and efficient manner both orally and in writing.
18. Ability to independently and skillfully draft statutes, regulations, pleadings, briefs, memos, forms, and other written communications as based on legal analysis and research.
19. Ability to draft statutes and rules to high standards of precision and clarity and consistent with complex legislative and operational contexts.
20. Ability to effectively use language, grammar, punctuation, spelling, and drafting style necessary for complex statutes and regulations and for decisions issued to lay customers and reviewed by higher level authorities.
21. Ability to identify and explain to various audiences the consequences of legal rules and decisions.
22. Skill in oral communication, including the ability to make clear and logical presentations.
23. Ability to work collaboratively in a professional manner.
24. Ability to obtain consensus among persons with differing interests in a complex problem solving process.
25. Ability to properly and effectively influence witness and party behavior in hearings in a manner consistent with ethical and legal principles and reasonable expectations of the public for customer service.
26. Ability to effectively communicate with people of diverse social backgrounds and cultures.
27. Skill in maintaining positive interpersonal relationships.
28. Ability to plan and organize professional and administrative work.
29. Ability to efficiently manage and timely complete a large volume of work.
30. Ability to reuse and share with others analyses and prior work product.
31. Ability to seek and obtain advice of peers and supervisors.
32. Ability to key proficiently on a personal computer and use word processing and other software.

SPECIAL REQUIREMENTS

- Must possess a license to practice law in the state of Wisconsin.