

POSITION DESCRIPTION

Attorney

Administrative Law Judge

POSITION SUMMARY:

Under general supervision, the Administrative Law Judge conducts quasi-judicial hearings, pre-hearings and settlement conferences. This position issues decisions that make findings of fact, conclusions of law and orders; rules on procedural motions; manages full caseload with self-direction and maintains a record for appeal purposes. The incumbent must have extensive knowledge of administrative law, rules of evidence and have the ability to maintain decorum in an adversarial proceeding.

GOALS AND WORKER ACTIVITIES

40% A. Conduct administrative hearings on behalf of the Division for a variety of agencies including the Department of Correction, Department of Safety and Professional Services, Health Services, Children and Families, Justice, Natural Resources, and any other agency requesting administrative law judge services.

- A1. Review, in depth, case information prior to the hearing.
- A2. Travel to hearing locations as needed.
- A3. Preside at hearings and prehearings.
- A4. Define issues, administer oath, rule on objections and motions.
- A5. Examine witnesses, control interrogation by attorneys, petitioners, clients or other parties.
- A6. Establish record by use of a digital recording system.
- A7. Determine granting postponements and/or adjournments pursuant to statutes, rules and guidelines.

40% B. Issue administrative decisions.

- B1. Analyze the digitally recorded record.
- B2. Determine laws applicable to make necessary decision.
- B3. Make findings of fact and conclusions of law.

- B4. Issue formal written decision.
- B5. Respond to inquiries and complaints regarding the administrative decision made.
- B6. Prepare synopsis of testimony, and assist in preparing transcript upon appeal.
- B7. Participate in discussions with supervisor regarding cases to facilitate problem solving.

20% C. Other legal and general duties.

- C1. In hearings under Sec. 227, Stats., draft any required legal notices and schedules which have been assigned.
- C2. Identify and refer to supervisor any problems encountered in hearings.
- C3. Refer to supervisor any compliance problems related to hearing decisions.
- C4. Make recommendations to improve office or program management.
- C5. Other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of procedures in trials and administrative hearings and litigation.
2. Knowledge of and ability to correctly apply the laws and rules in administrative appeals and contested evidentiary hearings, including:
 - a. legal ethics
 - b. applicable rules of evidence and administrative procedure
 - c. constitutional principles
 - d. statutes
 - e. administrative rules
 - f. agency and court decisions
 - g. rules of statutory construction.
3. 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.
4. Knowledge of administrative hearings under Chapter 227 of Wisconsin Statutes.
5. Knowledge and skill in communicating with emotionally distraught parties and witnesses,

managing tension and displays of anger and other emotions and resolving conflict.

6. Ability to effectively communicate with people of diverse social backgrounds and cultures.
7. Knowledge, skill and sound judgment in developing and maintaining good working relationships with co-employees and customers.
8. Ability to plan and organize work within practical and legal constraints and to manage and timely complete a large volume of professional work assignments.
9. Skill and ability to write succinctly and clearly.
10. Ability to effectively use language, grammar, punctuation, spelling and drafting style necessary for decisions issued to lay customers and reviewed by higher level authorities.
11. Ability to seek and obtain advice of, and to share analyses with, peers and supervisors regarding challenging or unusual issues.
12. Ability to key proficiently on a personal computer and use word processing software for purposes of writing decisions.

Special Requirements

- Must possess a license to practice Law in the State of Wisconsin