

Metropolitan King County Council

Position Descriptions



Position: Deputy Hearing Examiner	FLSA: salaried, overtime exempt
Department: Hearing Examiner's Office	Salary Grade: 131
Council Approved: 11/21/05	

Summary

Conducts quasi-judicial administrative hearings on land use matters that include, but are not limited to, preliminary subdivision approval, zone reclassifications, current land use valuations, impact fees, code enforcement actions, and related administrative decisions made by County departments. Drafts and issues written, recommendations, orders and determinations. The Deputy hearing Examiner is a salaried, at-will, overtime exempt classification. This position reports to the Hearing Examiner.

Distinguishing Career Features

The Deputy Hearing Examiner is to a management position, acting on behalf of the Council, and accountable for generating informed recommendations or decisions. Advancement to this position is based on need and appointment, and compliance with stated qualifications.

Essential Duties and Responsibilities

- Performs in absence of Hearing Examiner
- Participates in the scheduling, preparation, and conduct of public hearings on a variety of land use applications or alleged violations of municipal codes. Ensures that hearings are scheduled and notices sent according to time requirements.
- Oversees and prepares case files. Assures that hearing exhibits and official documents are properly included and identified and maintained as permanent record.
- Conducts hearings and related pre-hearing proceedings. Prepares reports of hearings conducted that include written findings of fact and conclusions, recommendations, or decisions for Council action.
- Submits complete case file packets and conducts briefings of the Council on land use decisions that are being appealed to the Council or higher legal authority. Prepares and delivers summaries, responds to questions, and advises on issues to consider.
- Responds to requests for information on official policies and procedures dealing with the conduct of examiner hearings.
- Reviews and recommends revisions of procedural rules for the conduct of public hearings. Advises the Hearing Examiner on areas where County policy can be revised, clarified, and strengthened. Prepares or contributes to periodic reports of office activity and outcomes.
- Establishes manual and computer-aided information storage and retrieval systems to support hearing activity and decisions.
- May research and assist in the preparation of annual budget proposals. Projects staffing and material needs and costs. May administer approved budgets.
- Assist the Hearing Examiner when periodically evaluating hearing procedures, including scheduling and decision-making processes in light of increasing volumes. Consults with and seeks advice from other County agencies. Designs and implements processes that make for

efficient scheduling and handling of documents, and enhanced resources to enable faster hearings.

- Performs other duties as required.

Qualifications

Knowledge and Skills

- The position requires advanced knowledge of municipal code provisions, state and local laws, court decisions and other legal requirements applicable to the conduct of quasi-judicial administrative hearings processes, including rules of evidence and the determination of findings of fact and conclusions of law.
- Requires knowledge of the theory, principles, and practices involved with land use planning, including in-depth knowledge of property tax laws, appraisal and assessment processes.
- Requires in-depth knowledge of the laws, rules, codes, and procedures governing administrative appeals to governmental actions.
- Requires knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- Requires knowledge of and well-developed skills at using personal computers, including common desktop applications and specialized databases.
- Requires advanced knowledge of the English language to write reports requiring the utmost choice of grammar and syntax to deal with complex, sensitive issues.
- Requires well-developed human relations skill to gain trust while working with others in difficult situations, employ lines of questioning for fact finding, deliver reports in formal or legal settings.
- Requires sufficient math skills to prepare budgets, account for expenditures, and develop and interpret statistical and operating information.

Abilities

- Requires the ability to carry out the functions of the position.
- Requires the ability to organize, facilitate, and carry out a high volume of quasi-legal decision-making processes.
- Requires the ability to learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation dealing with land use and related issues.
- Requires the ability to setup and sequence steps in conducting research and analysis.
- Requires the ability to maintain order in hearings, remain fair and impartial with decisions, and to properly handle private and confidential communications.
- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Requires the ability to develop and maintain positive work relationships with peers, other committees, county organization units, communities, and agencies.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines.
- Requires the ability to work varying schedules and travel to remote locations.
- Requires consistent attendance and punctuality.

Physical Abilities

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and locations.

- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

The position typically requires a J.D. or Master's degree in urban planning or related discipline and five years of progressive experience interpreting land use laws, regulations, and codes, and conducting or assisting in conducting administrative hearings.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where some safety considerations exist from emotional, argumentative, or hostile customers.