

Metropolitan King County Council

Position Descriptions



Position: Hearing Examiner Specialist	FLSA: at-will, salaried, overtime exempt
Department: Hearing Examiner’s Office	Salary Grade: 125
Council Approved: 10/04/2022	

Summary

The Hearing Examiner Specialist is responsible for conducting fair and impartial quasi-judicial administrative hearings for less legally and technically complex, lower-stakes, matters. Incumbent conducts administrative hearings relating to such cases as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license and is responsible for drafting and issuing decisions in these cases. The Hearing Examiner Specialist is a salaried, at-will, overtime-exempt classification.

Distinguishing Career Features

The position is designed for someone with experience with administrative hearings, some subject matter expertise, and advanced communication skills to serve as the quasi-judicial officer on select cases. Advancement to this position is based on need, appointment, and compliance with stated qualifications. This position reports to the Hearing Examiner.

Essential Duties and Responsibilities

- Serve as the quasi-judicial officer for less legally and technically complex, lower-stakes, cases, such as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license.
- Schedule and notice hearings according to time requirements.
- Make determinations on pre-hearing matters, including requests to re-schedule or to hold a pre-hearing conference.
- Prepare for proceedings. Thoroughly examine the case file. Identify questions.
- Conduct hearings and occasionally pre-hearing conferences.
- Admit evidence, rule on objections, and maintain order, applying examiner’s rules and other relevant standards.
- Assure that hearing exhibits and official documents are properly admitted, identified, and maintained.
- Timely issue written decisions.
- Perform other duties as required.

Qualifications

- #### **Required Knowledge and Skills**
- Some familiarity with the examiner code and rules, along with the relevant substantive code provisions and with other legal requirements applicable to quasi-judicial processes.
 - Well-developed people skills in gaining trust in difficult situations, employing lines of questioning, and delivering information orally and in writing.

- Sound judicial temperament, especially patience, courtesy, sensitivity, respect for all persons, fairness, and reasonableness.
- Keen insight on matters such as witnesses credibility.
- Knowledge of and well-developed skills using personal computers, including common desktop applications and specialized databases.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write notices, orders, and decision.

Requires the Ability to:

- Carry out the functions of the position.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Organize, facilitate, and carry out a quasi-legal decision-making process.
- Learn, interpret, and apply code sections that apply to examiner proceedings.
- Maintain order in proceedings, remain fair and impartial with determinations, and properly handle private and confidential communications.
- Give full attention to what other people are saying, take time to understand facts and points being made, display empathy, ask appropriate questions, and not interrupt at inappropriate times.
- Present decisions in a clear, concise, interesting, and logical manner, both orally and especially in writing.
- Prioritize workload to meet deadlines.
- Work varying schedules and show consistent attendance and punctuality.

Education and Experience

The position typically requires bachelor's degree and at least two years' work with administrative hearings.

Working Conditions

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