

## Appeals Referee

<b>Job Code</b>	<b>Job Title</b>	<b>Pay Grade</b>
4009D3	Appeals Referee	34

### CONCEPT:

This is quasi-judicial work conducting administrative appeal hearings or appeal hearings relating to benefits administered by a state agency. Work involves preparing for and conducting quasi-judicial hearings on original appeals and cases relating to benefits or administrative hearings conducted in accordance with the Kansas Administrative Procedures Act or other applicable law establishing hearing procedures. Employees hear testimony and obtain evidence necessary to issue decisions under federal and state laws.

### TASKS:

- Conducts hearings on original appeals and cases relating to unemployment compensation benefits for the purpose of developing further testimony, evidence, and other necessary material.
- Serves as presiding officer in administrative hearings conducted in accordance with the Kansas Administrative Procedures Act.
- Reviews the testimony and evidence for the issuance of decisions in accordance with laws, precedents, and procedural requirements.
- Prepares for hearings by examining case appeals to ascertain whether the required documentation is available and issues properly listed; arranges itineraries for the conduct of hearings.
- Maintains currency on established laws, precedents, interpretations, and directives, and applies these in the conduct of hearings, determinations of appeals and the issuing of decisions.

### LEVELS OF WORK

- Class Group consists of one class.

### Minimum Requirements:

Three years of experience in law, insurance, insurance claims settlement, employment claims settlement, or unemployment claims. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24