

# Administration Law Judge

**Job Code**  
4006D3

**Job Title**  
Administrative Law Judge

**Pay Grade**  
37

## **OCCUPATIONAL CONCEPT:**

Conducts quasi-judicial hearings to decide or recommend decisions on claims and prepare decisions based on analyzing the evidence. Determines penalties; the existence and the amount of liability; and recommends the acceptance or rejection of claims, or compromise settlements. Cases typically involve multiple legal issues, and parties in the cases are more likely to be represented by counsel.

## **TASKS:**

- Acts as a presiding officer at contested case administrative hearings.
- Conducts hearings to review and decide claims.
- Determines existence and amount of liability, according to current laws, administrative and judicial precedents, and available evidence.
- Confers with individuals or organizations involved in cases in order to obtain relevant information.
- Authorizes payment of valid claims and determine method of payment.
- Explains to claimants how they can appeal rulings that go against them.
- Issues subpoenas and administer oaths in preparation of formal hearings.
- Monitors and directs the activities of trials and hearings to ensure that they are conducted fairly and that courts administer justice while safeguarding the legal rights of all involved parties.
- Prepares written opinions, decisions, and orders.
- Recommends the acceptance or rejection of claims or compromise settlements according to laws, regulations, policies, and precedent decisions.
- Researches and analyzes laws, statutes, regulations, policies and precedent decisions to prepare for hearings and to determine conclusions.
- Reviews and evaluates data on documents such as claim applications, birth or death certificates, and physician or employer records.
- Rules on exceptions, motions, and admissibility of evidence.
- Meets with advisory committee to discuss proposed legislation, drafts proposed legislation and appears before legislative committees as required, drafts and edits agency regulations and law handbooks.
- Assists in formulating rules and regulations.

## **LEVELS OF WORK:**

- Class Group consists of one class.

## **MINIMUM REQUIREMENTS**

- Certificate of admission to the Bar of the Supreme Court of Kansas or temporary permit to practice law issued by the Supreme Court of Kansas and three years of experience in a licensed law practice.
- Some positions may require additional minimum requirements that will be specified on the position description.

REF: 12/13