



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.9

Job Title: **ADJUDICATION HEARING OFFICER**

Pay Grade: 27

GENERAL SUMMARY:

Presides over administrative hearings, examines evidence and submits written rulings. Performs research, reviews work papers and applies law and precedent to facts at issue. Adjudication Hearing Officer is appointed by the Mayor.

RESPONSIBILITIES:

- Schedules and conducts administrative hearings.
- Examines files and other documentary evidence.
- Verifies petitions for hearings.
- Answers pre- and post-hearing correspondence.
- Hears cases presented by citizens and City officials, makes determinations on dispositions, and submits written rulings.
- Rules on hearing extensions, continuances, objections and receipt of evidence.
- Conducts research.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree in Business Administration, Criminal Justice, or related field is required.

EXPERIENCE:

Four year of experience in adjudication processes, preferably related to law or court related functions, are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Adjudication Hearing Officer

Effective: August 1991

Revised: June 2013