Hearing Officer

Announcement Posted:
09/28/22

Responses must be hand delivered or postmarked by:
10/08/22

Salary Range:
$88,161 to $111,111

Location:
Office of Administrative Hearings
40 North Pearl Street
Albany, NY 12207

Grade:
25

# of Positions:
1

Candidates Must Meet the Following Qualifications:
Eligible for a lateral transfer or eligible for a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 52.6 transferable titles; OR
Reachable on the appropriate eligible list in Albany.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment.

Duties of Position:

• Review requests for hearings to determine probable issues and apply the appropriate regulations and sections of law.

• Issue, or cause to be issued, subpoenas for the attendance of witnesses and the production of necessary books, records, and other documents.

• Manage hearing calendars to ensure all cases are heard and decided in a timely manner as prescribed by applicable statute.

• Conduct hearings to review and/or decide appeals from agency determinations, claims regarding issues such as eligibility for benefits, discontinuance, denial, adequacy, or reduction of benefits, revocation or suspension of licenses, violations of State laws, and enforcement of health and safety laws and regulations.

• Instruct the parties of their rights; and maintains an atmosphere of fairness, impartiality, and due
• Administer oaths and affirmations.

• Elicit testimony from parties relative to the issues of the hearing and questions witnesses to obtain facts.

• Rule on various issues including objections by parties, relevancy and admissibility of evidence and exhibits, and requests for adjournment.

• Organize legal information or records; receives all exhibits produced.

• Maintain a record of the hearing proceeding for use in determining the facts and for litigation.

• Apply appropriate laws, regulations and policies to the facts and evidence.

• Analyze data to discover facts in case. Research laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions.

• Decide the issue being adjudicated as authorized by the applicable statute or rule. Draft written opinions and decisions.

• Recommend the acceptance or rejection of claims or compromise settlements according to laws, regulations, policies, and precedent decisions.

• May explain to parties how to appeal unfavorable rulings.

• Review new legislation, regulations and other developments that have an impact on the conduct of hearings or on hearing decisions, and study court cases having an impact on the hearing process.

• May assist in defending lawsuits regarding hearing decisions by conducting research, drafting briefs and other supporting documents.

**Conditions of Employment:**
A full-time permanent or contingent-permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

The Office of Administrative Hearings may assign Hearing Officers to conduct hearings throughout the state based on operational need. Day trip and overnight travel may be required.

**Remarks:**
• Candidates should reference posting 22-221 when submitting your application.
• If submitting electronically, please reference posting 22-221 as part of your subject line.
• This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.