

Hearing Officer

Announcement Posted:

04/14/23

Responses must be hand delivered or postmarked by:

07/15/23

Salary:

\$88,161 to \$111,111

Plus \$1,513 Mid-Hudson Location Pay (Newburgh only)

Location:

Office of Administrative Hearings

in the following locations: Plattsburgh, Syracuse, Binghamton, Kingston, Newburgh, Watertown

Grade:

25

of Positions:

6

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 lists in Plattsburgh, Syracuse, Binghamton, Kingston, Newburgh or Watertown.

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.

Preferred experience:

- General knowledge of social services benefit programs.
- Basic familiarity with administrative law.
- Computer and system proficiency in MS Office, Adobe Acrobat, WebEx, and iPhones.
- Litigation and advocacy skills.
- Excellent writing, research, listening, and communication skills.

Duties of Position:

Duties include but are not limited to the following:

- Preside over administrative hearings.
- Resolve disputes between State and Local government or their contractors and individuals applying

for or participating in social services benefit programs.

- Explain how a hearing is conducted and remind parties about their rights.
- Maintain a fair and impartial process.
- Ensures due process and decorum.
- Ask questions and elicit relevant testimony from parties and witnesses.
- Rule on objections, evidence admissibility, and adjournment requests.
- Listen to parties, determine credibility, and weigh evidence.
- Develop and preserve the fair hearing record.
- Maintain orderly case files.
- Complete hearing summaries.
- Apply appropriate policies, regulations, and law to facts.
- Manage schedule to ensure all assigned hearings are completed.
- Research and understand the laws, regulations, policies, and precedents.
- Draft timely, legally sufficient, and “signature-ready” decisions.
- Maintain current knowledge as laws, regulations, and policies change.
- Assist in defending lawsuits by conducting research, drafting briefs, and supporting documents.

Conditions of Employment:

Full-time permanent appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Do you want to be an Administrative Law Judge? The Office of Administrative Hearings is looking for someone with a strong commitment to OTDA's mission, goals, and people struggling with economic pressures. The Office of Administrative Hearings presides over adversarial proceedings involving social service benefit programs. Tens of thousands of people exercise their due process rights annually and need fair, impartial, and dedicated attorneys to review the law, consider evidence, and draft timely decisions. Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the preferred qualifications. We encourage everyone who meets the minimum qualifications to apply for these positions.

- Administrative Law Judges may conduct hearings for geographically diverse population.
- Most hearings are conducted via telephone, video, or other electronic means. In-person hearings may be required.
- Traveling to a homebound appellant's home to conduct the hearing may be required.
- Day trips and overnight travel may be required.
- Telecommuting up to 50% is available.

Remarks:

- **Candidates should reference posting 23-073 when submitting your application.**
- **If submitting electronically, please reference posting 23-073 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.