

Hearing Officer

Announcement Posted:

10/31/22

Responses must be hand delivered or postmarked by:

11/30/22

Salary:

\$53.33 per hour

Location:**Office of Administrative Hearings**40 North Pearl Street
Albany, NY 1220714 Boerum Place
Brooklyn, NY 11201120 Bloomingdale Road, Ste. 240
White Plains, NY 1060550 Clinton Street
Hempstead, NY 11550295 Main Street
Buffalo, NY 14203259 Monroe Ave.
Rochester, NY 14607**Grade:**

NS

of Positions:

3 (Temporary)

Candidates Must Meet the Following Qualifications:

Admission to the New York State Bar and two years of post-Bar legal experience in the trial of issues in courts of records or trials of adversarial proceedings, quasi-judicial in nature, before a government agency.

Preferred Experience: 7 years of conducting or overseeing hearings involving social services benefit programs with OTDA. Examples of specific hearings include, but are not limited to, Medicaid Personal Care Services, Medical Assistance, Public Assistance, Administrative Disqualification Hearings, and Supplemental Nutrition Assistance Program Hearings.

Duties of Position:

Duties include but are not limited to:

- Reviews requests for hearings to determine probable issues and apply the appropriate regulations and sections of law.
- Issues, or causes to be issued, subpoenas for the attendance of witnesses and the production of necessary books, records, and other documents.
- Manages hearing calendars to ensure all cases are heard and decided in a timely manner as prescribed by applicable statute.
- Conducts 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.
- Instructs the parties of their rights; and maintains an atmosphere of fairness, impartiality, and due process.
- Administers oaths and affirmations.
- Elicits testimony from parties relative to the issues of the hearing and questions witnesses to obtain facts.
- Rules on various issues including objections by parties, relevancy and admissibility of evidence and exhibits, and requests for adjournment.
- Organizes legal information or records; receives all exhibits produced.
- Maintains a record of the hearing proceeding for use in determining the facts and for litigation.
- Applies appropriate laws, regulations and policies to the facts and evidence.
- Analyzes data to discover facts in case. Researches laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions.
- Decides the issue being adjudicated as authorized by the applicable statute or rule. Drafts written opinions and decisions.

Conditions of Employment:

Full-time or part-time temporary appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. These temporary positions have a current end date of July 31, 2023, with the possibility of an extension.

Remarks:

- **Candidates should reference posting 22-259 when submitting your application.**
- **If submitting electronically, please reference posting 22-259 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**