

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Administrative Hearing Officer	<u>CLASS NUMBER:</u> 70006	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (081002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Hearing Officer classification is to preside over administrative hearings.

JOB DUTIES:

Preside over administrative hearings, to establish paternity and child support. Preside over and issue decisions regarding appeals from various enforcement actions. Research and write decisions in a concise manner using common language to ensure clients understand pertinent laws and statutes. Gather and evaluate evidence for purpose of preparing decisions and guideline worksheets.

Review work completed by agency workers to ensure compliance with statutes and procedures. Review files in preparation of hearings for accuracy, substantive qualifications, and service of notice papers. Review agency's accounting records for accuracy and statutory adherence. Manage caseload in compliance with state and federal mandates. Provide coverage in program areas for other hearing officers as needed.

Review and evaluate court orders. Process court cases from decision to entry stage. Establish parentage through orders. Updates birth records. Provide legal assistance to other legal and non-legal agency workers. Listen and respond to clients' complaints made against agency employees.

Explain laws and procedures to the public. Review and update agency's computer system. Assist clients in obtaining court hearings through the objection process. Read new and proposed laws concerning child support to ensure current status of agency's policies. Advise and consult on administrative program. Work with committees to make procedural changes based on new or upcoming statutory changes. Maintains professional legal license and credentials. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; understand practical field of study; prepare meaningful, concise and accurate records; proofread technical materials, recognize errors and make corrections; gather, collate and classify information about data, people or things; work alone on most tasks; resolve complaints from angry citizens and government officials; handle sensitive inquiries from contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate with two (2) years of legal experience.

Additional Requirements

Law license to practice in the State of Ohio is required. Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date