

## SUPPLEMENTAL JOB DESCRIPTION

Classification: HEARINGS EXAMINER

Function Code: 5029-081

Position Title: Hearings Examiner/Staff Attorney

Date Established: 8/15/88

Position Number: 17096

Date of Last Amendment: 6/8/99

### **SCOPE OF WORK:**

To perform administrative and legal work in conducting hearings, in drafting commission decisions and regulations, and in acting as lead attorney in complex proceedings.

### **ACCOUNTABILITIES:**

- Conducts prehearing examinations and hearings to define issues, qualify exhibits, rule on motions and admissibility of evidence, explore areas of potential agreement between the parties, hear arguments of counsel, and hear testimony.
- Reviews files, records, policies, briefs, agency rules, laws and court decisions to advise and recommend actions on legal, policy, and administrative questions to commissioners and commission staff.
- Drafts and revises final orders, rules, and regulations for issuance by the commission.
- Acts as staff attorney by counseling commissioners and commission staff; preparing witnesses; coordinating staff presentation of evidence; writing data requests; conducting direct and cross-examination; presenting oral argument; writing comments, pleadings and briefs; negotiating settlements; and drafting agreements.
- Performs such powers and duties assigned to the commission that the commission may delegate to the hearings examiner.

### **MINIMUM QUALIFICATIONS:**

Education: J.D. from a recognized law school.

Experience: Five years' experience as an attorney, two years of which must have been as an attorney involved with administrative law or concerned with regulatory authorities.

**License/Certification:** None required.

**SPECIAL QUALIFICATIONS:** Must be an active member of the New Hampshire Bar Association and in Good Standing.

**RECOMMENDED WORK TRAITS:** Knowledge of state statutes and regulations of the agency to which assigned. Knowledge of training and supervisory techniques. Knowledge of courtroom procedures. Ability to conduct complex hearings for the agency. Ability to instruct, direct and evaluate subordinate legal employees.

Ability to prepare, draft and present documents, operations and orders of law. Ability to speak and write effectively. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

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Employee's Name and Signature	Date Reviewed
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Supervisor's Name and Title: David Wiesner, Director, Legal Division

The above job description accurately measures this employee's job duties.

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Supervisor's Signature	Date Reviewed
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Division of Personnel	Date Approved
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