

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Appeals Referee 1		Class Code: 001VD1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 6/7/13
	Summary: Incumbent works for the Department of Workforce Development (DWD) and is responsible for holding unemployment insurance appeal hearings and issuing decisions based upon the hearings.		

Duties:

- Receives and reviews case files prior to scheduling hearings;
- Schedules administrative hearings;
- Rules upon any pre-hearing motions;
- Holds administrative hearings pursuant to the Indiana Code, Indiana Administrative Code and the USDOL Criteria Handbook;
- Issues decisions consistent with Indiana law;
- Assigns work to subordinates;
- Reviews and certifies hearing transcripts;
- Maintains knowledge of current, applicable law;
- Researches statutory and case law, when necessary;
- Performs related duties as required.

Job Requirements:

- Valid license to practice law in the State of Indiana;
- Remain in good standing with the Indiana Bar Association;
- Knowledge of Indiana Unemployment Insurance law;
- Knowledge of USDOL Criteria Handbook;
- Knowledge of the Rules of Evidence and Civil Procedure;
- Knowledge of DWD hearing procedures;
- Ability to effectively conduct hearings;
- Ability to analyze evidence presented and expeditiously issue decisions;
- Ability to maintain high volume workload;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Although the hearing procedure is essentially standardized, the ALJ must operate in a litigation environment involving emotionally charged parties and must maintain judicial decorum while affording the parties their due process rights.

Responsibility:

Incumbent makes many subjective, individual judgments in rendering decisions. Decisions are final subject to appeal to the Review Board. Work is reviewed for compliance with law, procedure and DWD policy.

Personal Work Relationships:

Incumbent works with a clerk, fellow Appeal Referees and the parties to the hearings for the purpose of processing unemployment insurance appeals.