

Job Description (taken from JKD/JKE 11-E):

The hearing officer:

- preside over each session of the hearing to which he has been appointed;
- take appropriate action in order that the proceedings may be conducted in a dignified, fair and orderly manner;
- rule on all requests or motions and shall recess or adjourn the hearing as he deems appropriate;
- hear the evidence and arguments;
- authenticate the record of the hearing, if any, and
- in the written report to the superintendent, summarize issues and evidence and make findings of fact and recommendations as to the appropriate discipline to be imposed.

Current pay:

Hearing Officers are compensated \$200 per hearing, \$50 for hearing report, and \$50 for each additional half hour per hearing.

Range of times for hearings:

Hearings generally last one hour to one and a half hours. If interpretation is needed and/or attorneys are present, the hearing may last up to two hours.

Range of times of day of hearings:

A hearing officer needs to be available typically between 8:00 and 5:00. Occasionally a hearing begins at 5:00 p.m.

Number of hearings per year:

The number of hearings varies greatly from year to year, ranging from 20 to 100.

Job Requirements:

- Must have a bachelor's degree
- Must have passed a state's written bar examination with a degree from a law school accredited by the American Bar Association (ABA).
- Provide proof of continuing legal education courses that helps to stay current with recent developments.
- Must possess qualities such as, analytical skills, interpersonal skills, problem-solving and research skills, listening skills, speaking and written skills.