

Department of Human Services Hearing Officer

SUMMARY: In order to provide due process to Appellants who allege wrongful termination and/or denial of benefits administered by the Department of Human Services, the Hearing Officer will conduct timely, fair, and impartial contested in-person and telephonic hearings covering Supplemental Nutrition Assistance Program (f/k/a Food Stamps), Families First, and Child Support, along with a number of other programs. The Hearing Officer will also generate timely, well written Initial Orders with the pertinent Findings of Fact and Conclusions of Law. This position is located in Knox County, TN.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Ensure that all hearings are recorded per applicable regulations and rules;
Ensure hearings are conducted fairly and that due process is administered on all cases, while safeguarding the legal rights of all involved parties;
Ensure all parties understand and follow the procedures of the hearing;
Determine the issue(s) to be presented for each hearing; rule on objections, motions and admissibility of evidence; issue subpoenas and administer oaths in preparation for formal hearings; and examine witnesses when necessary to gain all requisite facts;
Generate a written Initial Order within the specified time limits;
Clearly set forth the findings of fact, conclusions of law, and remedy prescribed; and,
Answer petitions for reconsideration of the Initial Order within the specified time frame.

KNOWLEDGE, SKILLS AND ABILITIES

Strong Microsoft Office skills, including Word, Outlook, and Excel;
High level of organizational skills and time management;
Verbal communication and presentation skills;
Ability to remain neutral during contested hearings;
Possess and maintain a working knowledge of all facets of the Division and a working knowledge of all programs administered by the Department of Human Services;
Demonstrate knowledge of the Uniform Administrative Procedures Act, Rules of Civil Procedure, and Rules of Evidence, and Code of Federal Regulations. Does not engage in inappropriate ex parte communication;
Research and analyze applicable regulations, statutes, laws, and policies to determine conclusions of law; and,
Identify the findings of facts based upon the testimony and evidence proffered at the hearing and set forth in the Initial Order.

EDUCATION/EXPERIENCE: The Hearing Officer must be a law school graduate and must be licensed to practice law in Tennessee at the time of submission of application materials. Ideal candidate will also have 2 years minimum experience as a practicing attorney.

COMPENSATION INFORMATION: Commensurate with Qualifications

How to Apply: Cover letter, resume and recent writing sample can be emailed to Mary-Glenn.Hartup@tn.gov.

