
HEARINGS OFFICER - #18736(Job Id 463)

Location: US:NH:CONCORD

Employment Type: Classified FT Perm w/Ben

Post Date: 10/23/2013

Salary: 46,722.000-55,497.000

Description

**State of New Hampshire Job Posting
DEPARTMENT OF LABOR
WORKERS' COMPENSATION DIVISION
US:NH:CONCORD
HEARINGS OFFICER POSITION
#18736
LABOR GRADE 26**

The Department of Labor is currently looking for a Hearings Officer to monitor a hearings unit and to conduct adjudicatory hearings in accordance with the state laws and regulations.

Responsibilities:

Take testimony during hearings from opposing parties and review documentary evidence including payroll records, medical reports, investigative reports, etc.

Conduct formal, adversarial hearings, controlling the behavior of the parties and ruling on admissibility of evidence.

Examine evidence from employers' business records and forms filed by insurance adjusters to determine accuracy and timeliness of reports.

Evaluate, analyze and synthesize testimony and documentary evidence to arrive at a decision consistent with facts and law.

Concisely and precisely write decision for each claim, including findings of fact and law within the statutory time frame.

Mediate disputes between parties to attempt to resolve differences.

Address the general public on topics relating to all NH Department of Labor Laws.

Continuously answers questions pertaining to Workers' Compensation laws by telephone.

MINIMUM QUALIFICATIONS:

Education: Bachelors degree from a recognized college or university with a major in pre-law, economics, industrial relations, business administration or public administration Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years experience in conducting hearings or administering laws related labor insurance or business practices, with demonstrated progression of increasing responsibility either in a public or private agency or in private industry.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with this application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting

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agency.

For further information, contact Kathryn Barger, Workers' Compensation Administrator IV. (603) 271-3599.