



CAREER OPPORTUNITY

Hearings Officer Jefferson City, Missouri

The Missouri Department of Social Services, Division of Legal Services, Administrative Hearings Unit is seeking to fill a Hearings Officer/Attorney position in Jefferson City. The position is for a benefits hearing officer hearing cases involving state public benefits (e.g., Medicaid, Food Stamps, and Foster Home Licensing.) This position is unclassified, exempt from State Merit System provisions.

Hearing officers are appointed to preside over agency administrative hearings, ruling on decisions made by the agency that are being disputed. Administrative hearings are informal proceedings. The officer takes the time to review both sides and lets everyone have their say in the matter. The officer will listen to testimonies and review evidence to make a judgement decision. The officer has their own office from which they work, reviewing cases and evidence, and making hearing decisions. Very rarely will hearing officers be required to visit agencies or other locations, but this is possible.

DUTIES:

- Preside over hearings, rule on objections, and review arguments made by parties
- Evaluate testamentary evidence, documentary evidence, and motions
- Determine if the information presented supports the underlying action
- Research and analyze legal issues
- Apply statutes, regulations, policy, and case law to reach decisions
- Write, review, and promulgate decisions and orders resolving cases in accordance with federal and state statutes and regulations as to procedure and form

QUALIFICATIONS: Must be a member of the Missouri Bar. The ideal candidate is able to objectively analyze facts and law and has good communication and writing skills. Computer proficiency is required.

SALARY RANGE: \$39,708 - \$47,808, Annually, commensurate with experience

BENEFITS: You and your family will have access to a range of benefits designed to make your career with DSS very rewarding. We offer an excellent benefits package including coverage under the Missouri State Employees Retirement System, Missouri Consolidated Health Care Plan, deferred compensation plan, sick and annual leave, insurance benefits and more. This position may also entitle you to participate in the Public Service Loan Forgiveness Program.

TO APPLY: The deadline to apply is August 25, 2017. Please send your resume, cover letter, three references and the DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to Theresa.D.Lamm@dss.mo.gov. Resumes will not be considered without cover letter, resume, and application.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER