



CAREER OPPORTUNITY

Hearings Officer Jefferson City, Missouri

The Department of Social Services, Division of Legal Services, has a hearing officer/attorney position available in our Administrative Hearing Unit located in Jefferson City, Missouri. Hearing officers are appointed to preside over agency administrative hearings. Administrative hearings are informal proceedings. The officer takes the time to review all of the evidence presented by the Agency and the parties to the hearing, including testimony and documentary evidence and issue a written decision regarding the issues.

The duties of hearing officers typically include the following:

- 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: This position requires an attorney licensed to practice in Missouri. Computer proficiency is required. The ideal candidate is able to objectively analyze facts and law and has good communication and writing skills.

SALARY RANGE: The salary range is \$46,200 - \$51,200, with salary commensurate with experience. This position includes full state benefits.

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: Please send your resume, cover letter, three references and DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to Katrina.Curnutt@dss.mo.gov

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