



## CAREER OPPORTUNITY

### Hearings Officer St Louis, Missouri

The Missouri Department of Social Services, Division of Legal Services, Administrative Hearings Unit is seeking to fill a Hearings Officer/Attorney position in St Louis County. This position is responsible for conducting hearings involving benefits (e.g. Medicaid, temporary assistance for needy family (TANF), food stamps, child care assistance, consumer directed services, nursing home discharges, and foster home licensing, etc.). This position is unclassified, exempt from State Merit System provisions.

#### **DUTIES:**

- Research and analyze legal issues
- Evaluate testimonial evidence, documentary evidence, and motions
- Preside over hearings, rule on objections, and review arguments made by parties
- Determine if the information presented supports the underlying action
- Apply statutes, regulations, policy, and case law to reach legally defensible decisions
- Write, review, and issue 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 must be self-motivated with good communication and writing skills

**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 March 30, 2018. Please send your resume, cover letter, three references and DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to [Glenda.Metzger@dss.mo.gov](mailto:Glenda.Metzger@dss.mo.gov).

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**