



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB19071e
Opening Date: 10/09/2009
Closing Date: 10/24/2009



Senior Administrative Law Judge

\$64,740 - \$82,896 Annually

Agency Information

DO NOT USE THE "APPLY BUTTON" IN E-RECRUITING FOR THIS POSITION. PLEASE READ THE INSTRUCTIONS UNDER "HOW TO APPLY" AT THE END OF THIS JOB ANNOUNCEMENT AND SUBMIT THE REQUIRED APPLICATION MATERIALS DIRECTLY TO THE OFFICE OF ADMINISTRATIVE HEARINGS.

The Office of Administrative Hearings (OAH) is an independent state agency made up of administrative law judges (ALJs) who conduct impartial administrative hearings for Washington's citizens and governmental agencies. OAH currently has an opening for an exempt Senior Administrative Law Judge in our Seattle office.

Duties

The Senior ALJ works as part of a team with all office employees to support and carry out the agency mission, vision, values, and goals. The Senior ALJ takes assignments as directed by the Assistant Deputy Chief. The Senior ALJ provides high quality and timely administrative hearings and decisions pursuant to Chapter 34.05 RCW and other applicable laws consistent with the requirements of due process, and provides courteous and fair treatment to all concerned.

Qualifications

REQUIRED EDUCATION, EXPERIENCE AND COMPETENCIES (KNOWLEDGE, SKILLS AND BEHAVIORS)

Juris Doctorate degree and a minimum of five years of legal experience. Active or judicial member of Washington State Bar Association or such a member of any state's bar association.

RCW 34.12.030(1) requires all ALJs to "have a demonstrated knowledge of administrative law and procedures." ALJ positions are highly specialized and require sophisticated knowledge of administrative law and process and working knowledge of the rules of evidence.

ALJs have the ability to manage stressful situations and emotional parties. Hearings are often litigated very aggressively and emotionally and require an administrative law judge who can control and guide the process effectively.

AGENCY CORE COMPETENCIES

Accountability
Self-Management
Work Processes and Results
Communication

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Special Notes

DO NOT APPLY ON-LINE.

HOW TO APPLY:

Submit a letter of interest addressing your experience and qualifications, a resume, a completed Washington state employment application, three writing samples and a list of three professional references, including their current addresses (and email addresses if known) and telephone numbers to:

Diana McCutcheon, Human Resource Consultant
2420 Bristol Court SW
PO Box 42488
Olympia WA 98504-2488

(360) 586-4023
(360) 664-8721 Fax
Recruiter@oah.wa.gov

The initial screening will be based solely on the information you submit. Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible. OAH reserves the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

Other Information

The Office of Administrative Hearings is an equal opportunity employer. Women, racial and ethnic minorities, people with disabilities, people over 40 years of age, disabled veterans, and Vietnam Era veterans are encouraged to apply.

If you are an applicant with a disability and need assistance to pursue the application process, or need this announcement in an alternative format, please contact the ADA Coordinator, Office of Administrative Hearings, P.O. Box 42488, Olympia, WA 98504-2488, Telephone: (360) 664-8717. TTY users dial through Washington relay operator (1-800-833-6388).

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