

NOTE: DOAH will be filling two (or more) Administrative Law Judge (ALJ) positions from this advertisement. Positions may be located at DOAH offices in Tallahassee, Tampa, or Miami, and require travel.

An ALJ is responsible for conducting hearings and rendering written decisions in a variety of proceedings. ALJs must be impartial and objective, and must be able to apply the law to the facts of each case. Proceedings may include administrative hearings held pursuant to Chapter 120, Florida Statutes, and Citizens Property Insurance claim disputes.

EXAMPLES OF WORK PERFORMED:

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Serves as an ALJ with responsibilities and authority similar in nature to those of a judge of the circuit court in Florida.
- Conducts pre-hearing conferences and rules on motions.
- Conducts legal research.
- Issues notices of hearings and other pre-hearing orders.
- Conducts formal hearings.
- Administers oaths and takes testimony.
- Conducts arbitration proceedings.
- Rules on objections and the admissibility of evidence.
- Rules on questions of venue, jurisdiction, standing, and other matters of law.
- Reviews proposed, recommended, or final orders submitted by parties.
- Enters a recommended or final order accompanied by findings of fact and conclusions of law.
- Interprets statutes, administrative rules, and recommended penalties.
- Performs functions related to the dispute resolution process.
- Conducts settlement conferences when assigned as the ADR judge.
- Performs administrative functions related to case management and tracking.
- Coordinates hearing schedules.
- Performs related work as required.
- Speaks, writes, teaches, and participates in other activities concerning administrative law, including continuing legal education courses.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills, and abilities may be applicable for individual positions in the employing agency.)

- Knowledge of the Florida Administrative Procedure Act.
- Knowledge of the Uniform Rules.
- Knowledge of the Florida Evidence Code.
- Knowledge of the Florida Rules of Civil Procedure.
- Knowledge of legal terminology.
- Knowledge of the principles and practices of jurisprudence.
- Skilled in the use of word processing applications.
- Skilled in the use of Microsoft Office Suite (Word, Excel, Outlook).
- Skilled in the use of Adobe Acrobat (PDF creation and editing).
- Ability to learn new software quickly and easily.
- Ability to proofread typed material for typewritten, grammatical, and formatting errors and to make necessary corrections.
- Ability to conduct hearings.
- Ability to conduct legal research.

- Ability to resolve complex factual issues.
- Ability to communicate effectively.
- Ability to prepare legal documents.
- Ability to use tact in dealing with people.
- Ability to make decisions on legal problems.
- Ability to plan, organize, and coordinate work assignments.
- Ability to employ legal reasoning to foresee possible legal problems.
- Ability to analyze and clearly and concisely explain the facts of a case and the legal issues involved.
- Ability to manage a high-volume case load.
- Ability to issue written rulings and orders in a timely manner.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

- In accordance with Section 120.65(4), Florida Statutes, full-time Administrative Law Judges with the Division of Administrative Hearings must have been a member of The Florida Bar in good standing for the preceding five years.

PREFERRED QUALIFICATIONS

- Litigation experience in either the public or private sector is preferred.

Support of knowledge, skills, and abilities should be demonstrated on the application, in the education, in the work experience, in the interview and/or during reference checks.

If you are interested in this position and meet the above indicated qualification and have the desired education, knowledge and experience, please submit a State of Florida Application, resume and a legal writing sample through the People First system. If you experience problems applying on-line, please call the People First Service Center at 1-877-562-7287.

Applications will be accepted until 11:59 PM on the closing date.