

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0263  
Job Title: Administrative Hearing Director  
Salary Grade: 024  
Bureau: Administrative Hearings  
Department: Administrative Hearings  
Dept. Budget No. 026  
Position I.D. 9500102  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

This position functions as the Director of Administrative Hearings. This position is responsible for the administration of the adjudication process for various County departments including initially Building and Zoning, Environmental Control, and Revenue. These violation cases will be removed from the judicial court system to be heard administratively which will not only free up State's Attorney time, but also reduce the amount of time department enforcement officers need to be in the courtroom and improve staff efficiency and productivity.

#### **Key Responsibilities and Duties**

Directs the department with respect to its management and structure, including the creation or reorganization of hearing divisions within the department;

Appoints and removes administrative law officers, as necessary; who are responsible for adjudicating cases before the Administrative Hearing Department.

Promulgates rules and regulations for the conduct of administrative adjudication proceedings;

Monitors and supervises the work of administrative law officers and, upon receipt of a timely petition for review authorized by the code, reviewing, modifying or reversing their decisions;

Establishes any other necessary rules and regulations as may be required to carry out the provisions of the Administrative Hearing Office.

### **Knowledge, Skills and Abilities**

Knowledge of the principles, practices and procedures of the Administrative Hearing Ordinance.

Ability to communicate effectively verbally and in writing; strong interpersonal communication skills.

Ability to provide supervision, guidance and direction to staff.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing.

Ability to work well under pressure and the ability to work well with others.

Ability to prepare departmental budgets.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Excellent writing and communication skills.

### **Minimum Qualifications**

Graduation from and accredited college or university with a Bachelor's degree PLUS three (3) years' experience in legal or governmental field **OR**, an equivalent combination of education, training and experience.

### **Preferred Qualifications**

Master's or Juris Doctorate degree.

Prior supervisory or managerial work experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**