

CLASS TITLE: Hearing Officer

CHARACTERISTICS OF THE CLASS: Under direction, conducts administrative hearings and imposes disciplinary measures in cases involving tax violations; and performs related duties as required.

EXAMPLES OF DUTIES: Conducts and presides over administrative hearings regarding tax protests and complaints; researches and reviews written complaints, citations and other case documentation; apprises defendants of charges or complaints filed against them; hears testimony from complainant or investigating official, defendants and legal counsel or witnesses; insures that the tax payer's protest and the Department of Revenue's claim for taxes are properly set forth in the record of proceedings; examines transcripts and other evidence admitted during the hearing; researches relevant case laws, tax ordinances and regulations and makes recommendations to the Director of Revenue as to the legality and accuracy of the claim; imposes disciplinary measures as prescribed in applicable municipal ordinances, including monetary fines and suspension or recommended revocation of licenses; prepares written determinations explaining rulings in all cases.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Admission to the Illinois Bar or eligibility for the Illinois Bar Exam no more than 10 weeks after the anticipated hiring date, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of relevant laws, statutes and ordinances in the State of Illinois. Considerable knowledge of parking adjudication principles and processes. Considerable knowledge of legal proceedings and administrative principles and methods.

Ability to gather and analyze facts and make reasonable and authoritative decisions. Ability to interpret and apply relevant municipal tax codes and ordinances. Ability to exercise good judgment in evaluating situations and in making decisions.

Considerable skill in the application of legal processes and procedures. Considerable skill in communicating with others both orally and in writing. Good skill in conducting administrative hearings.