



Seeking applicants for the position of Chief Hearings Officer

Opens: January 8, 2018 | **Closes:** January 29, 2018 | **Salary range:** \$ 97,989 - \$ 132,766

The Chief Hearings Officer acts on behalf of City Council to conduct quasi-judicial administrative hearings and render impartial decisions related to code enforcement, land use, vehicle tows, appeals, and other types of cases.

The Hearings Office is a division of the City Auditor's Office, which provides it administrative support and a neutral base from which to make its decisions, which are subject to appellate review. As an elected official, the Auditor is independent of the Mayor, Commissioners, and City management.

In addition to hearing cases and preparing written decisions, the Chief Hearings Officer manages a small office. The Hearings Office is staffed by two full-time administrative clerks and one part-time Hearings Officer. The Chief Hearings Officer may assign cases to an on-call Hearings Officer under contract to the Auditor's Office when outside assistance is needed to manage caseloads, conflicts, or provide land-use expertise.

The Auditor's Office values a diverse workforce and seeks ways to foster a culture of equity, diversity and inclusion in delivering public services and everyday interactions in the workplace. The Office encourages candidates with experience

working with a broad range of individuals and diverse communities to apply.

To Qualify
Applicants must possess:

- Five years of progressively responsible experience conducting or participating in quasi-judicial administrative hearings or contested cases
- A sufficient level of legal training to demonstrate an ability to interpret City Code, City Charter, and state and federal constitutions
- Knowledge of administrative law, specifically as it relates to the hearings process, rules of evidence, findings of fact, and conclusions of law
- An ability to follow oral and written arguments, identify key issues, and render findings and determinations based on neutral consideration of the issues, sound legal reasoning, and good judgment
- Excellent writing skills and an ability to edit and correct decisions with limited help from other staff
- Management skills necessary to oversee the operations of a small office and supervise staff

Graduation from an accredited law school and admission to the State Bar of Oregon is preferred but not required.



To apply, submit a

- detailed cover letter with examples that demonstrate how your experience and knowledge meet the qualifications of the position;
- resume; and
- legal writing sample suitable for assessing the your analytical and writing ability.

Application Instructions

Applicants must submit their **cover letter, resume, and legal writing sample** through the City of Portland's electronic application system (<https://www.portlandoregon.gov/bhr/54930>).

These materials will be reviewed to determine if candidates meet the qualifications listed above. To successfully pass the initial screening process, you must ensure that your cover letter addresses **each bullet point** and includes examples that illustrate your experience and expertise. Only candidates who meet the qualifications will be eligible for an interview.

Your cover letter and resume should be no more than five pages combined. The length of legal writing samples is not limited, but brevity is a plus.

If you are requesting Veteran's Preference, attach a copy of your DD214 / DD215 and/or Veteran's Administration letter stating your disability. You must request a Veteran's Preference in your cover letter AND include a copy of your documentation with your application materials.

Additional Information

This position is covered by Civil Service protections as described in the Auditor's Human Resources Administrative Rules. The Auditor's Office does not use Civil Service exams as a minimum qualification for its positions.

Non-citizen applicants must be authorized to work in the United States at the time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made in writing in your letter of interest.

For more information about the Auditor's Office: <https://www.portlandoregon.gov/auditor/>