

Hearings Referee

Medford, OR | Full Time | REQ-108342

Apply Here: https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Hearings-Referee_REQ-108342

Initial Posting Date:

09/23/2022

Application Deadline:

10/16/2022

Agency:

Judicial Department

Salary Range:

\$7,206 - \$11,734

Position Type:

Employee

Position Title:

Hearings Referee

Job Description:

Interviews: Interviews are scheduled within the first two weeks after the application deadline.

Application Tips

- Workday times out after approximately 15 minutes of inactivity.
- REQUIRED: A cover letter that demonstrates how you meet the Minimum Qualifications, Special Qualifications, and Requested Skills and Attributes, listed below. Prepare your cover letter before starting your Workday application.
- REQUIRED: a completed work history, either through your completion of the Job History (internal candidate) or Work Experience (external candidate) portion of your Workday profile and attach an updated resume.
- Your cover letter and work history must demonstrate how you meet the Minimum Qualifications, Special Qualifications, and Requested Skills and Attributes, listed below.
- You must follow all **Instructions** to be considered for this position.
- Failure to provide a completed work history and cover letter may result in your removal from consideration.

This is for a Hearings Referee position with the [Jackson County Circuit Court](#), First Judicial District for the State of Oregon.

As a Hearings Referee...

You will preside over Child Support Enforcement and Parentage cases that are eligible to receive funding under Title IV-D of the Social Security Act, including any matters for

contempt of court or arrest and bench warrants issued in those contempt cases. You may also be appointed to preside over Child Support Enforcement and Parentage cases by the presiding judge of additional judicial districts as part of a centralized child support enforcement docket project remotely.

Duties and Responsibilities

Typical job duties include, but are not limited to, the tasks listed below. Assigned tasks may be changed to accommodate workload and organizational needs.

- Conduct arraignments, hear and decide on pre-trial motions, conduct preliminary hearings, preside over pleas/sentencings, and violation matters, and other civil, domestic, and criminal proceedings.
- Conduct hearings in-person and remotely.
- Conduct hearings and make decisions in designated cases:
 - Investigate facts by examining evidence and testimony.
 - Instruct parties on legal rights and court procedures.
 - Rule on subpoenas for witnesses or the production of evidence.
 - Rule on the relevancy or admissibility of evidence.
 - Make findings of fact and conclusions of law; draft and prepare orders and judgments.
 - Review/sign other procedural child support enforcement documents.
 - Review motions, proposed orders, and oversee probation violation matters.
 - Impose fines, fees, and sentences.
- Assist in the development of program policies, goals, and objectives.
- Coordinate with community partners in multiple judicial districts on cases, policies, and procedures.
- Other matters as assigned

Instructions for Work History/Resume and Cover Letter

This recruitment requires a complete work history and cover letter that addresses the Requested Skills and Attributes. To be considered for this position, you must follow these instructions:

Resume/Work History

- Attach your updated resume in the Resume / CV / Cover Letter section of the application. The attached resume should include your name.

OR

- Complete the Job History/Work Experience portion of your Workday profile.

Cover Letter

- Attach your cover letter in the Resume / CV / Cover Letter section of the application. The attached cover letter should include your name.
- Address your cover letter to the Hearings Referee Hiring Committee.
- In the body of your cover letter, address how your cumulative experience (employment, education, training, and volunteerism) qualifies you to perform the duties of this position and discuss how you meet the five (5) Requested Skills

and Attributes listed below. Use specific examples in your description to demonstrate your accomplishments.

Failure to follow these above points may result in rejection of your application. All application materials will be evaluated for consistency of information, and your letter will be evaluated for grammar, spelling, punctuation, and language use in addition to demonstrated experience.

Minimum Qualifications

(These must be evident in your work history or resume for full consideration.)

[Click here](#) to view the eligibility requirements.

Special Qualifications

(These must be verifiable in your application.)

None.

Requested Skills and Attributes

(These must be verifiable in your application and addressed in your cover letter for full consideration.)

- Experience serving as a judge pro tempore for a circuit court.
- Experience communicating effectively orally and in writing to a variety of audiences.
- Experience with legal principles and their application in assigned matters
- Ability to analyze situations and adopt effective courses of action.
- Ability to direct, advise, guide, and motivate others to meet goals and objectives.

Working Conditions

- This is a full-time position and the work schedule is typically 8:00 a.m. to 5:00 p.m., Monday through Friday. It is not eligible for overtime compensation for hours worked in excess of 40 per work week.
- Frequent contact with people from diverse backgrounds.
- Frequent contact with people who may at times be angry, hostile, confused, or frustrated.
- Frequent contact with persons with behavioral health issues in civil commitment hearings.
- Regular use of the following office and court equipment: remote court hearing/meeting technology, such as WebEx, Teams, telephone, personal computer, both desk and laptop, copier, fax machine, and scanner.
- Daily prolonged periods of sitting on the bench in the courtroom.
- The employee must maintain membership in good standing in the Oregon State Bar.

ADDITIONAL INFORMATION

Criminal Background Check

You will be subject to a criminal background check if you are a finalist. Adverse results

are evaluated on a case-by-case basis and may result in disqualification if the circumstances are directly related to the duties and responsibilities of the position.

United States Employment Eligibility

OJD does not offer visa sponsorships. If you are hired, you will be required to fill out the US Department of Homeland Security's [I-9 form](#) confirming you are able to work in the US.

Future Vacancies

Apply now if you are interested in this or future vacancies. This job announcement may be used to fill future vacancies in this class of work.

Veterans' Preference

Eligible veterans who meet the qualifications will be given preference in the recruitment process. To receive preference, veterans must attach the appropriate documentation after they receive an email in their Workday inbox requesting the information to verify eligibility. The action item, asking veterans to attach their documentation, will arrive after they have submitted their initial application materials. Visit the Oregon job opportunities [Veterans web page](#) for additional details, information, and resources.

Conduct Expectations

Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department. As an employee, you will be expected to preserve the confidentiality of information received in the course of OJD employment.

Pay Equity

As an employer, the Oregon Judicial Department complies with Oregon's pay equity law. We determine salary from applicable professional experience and education. For more information on pay equity, [click here](#).

Employee Benefits

[Click here](#) to access information specific to Oregon Judicial Department employee benefits.

Questions and Support

- If you require an alternate format to complete the application process, call 503-986-5930, or TTY: Oregon Relay Service 711 for the hearing impaired. Be prepared to describe the alternate format needed.
- Workday related information and resources are available at <https://www.oregon.gov/jobs/Pages/index.aspx>.
- For questions about a specific Oregon Judicial Department job posting, call 503-986-5930.

THE OREGON JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY.