

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**FORMAL HEARING OFFICER**

**Position Code: K3750**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs professional quasi-judicial work in the conduct of formal drivers license hearings as required by the Illinois Vehicle Code; prepares formal orders for disposition of cases, reviews informal conference reports, and serves as a member of the Formal Hearing Review Panel.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Conducts formal drivers license hearings to render decisions as to disposition of petitioner's request for driving relief; rules on admissibility and relevance of evidence, motions and objections; examines witnesses; determines facts to assess and interpret evidence and testimony considering legal implications, application of laws, rules and policies and the public safety; subpoenas witnesses or documents.
2. Reviews and analyzes formal hearing findings, petitioner's driving record and petitioner's eligibility for reinstatement or other driving relief; drafts formal written orders including findings of fact in the case, conclusions of law, and recommendation for a decision.
3. Reviews informal conference reports to determine appropriateness of granting requested driving relief considering applicant's driving record, alcohol evaluation, the public safety, the conference officer's recommendation and other relevant facts in the conference report.
4. Periodically serves as a member of a formal hearing review panel, which reviews formal orders written by other formal hearing officers for compliance with statutes and guideline adequacy, accuracy and completeness.
5. Conducts informal conferences on an as-needed basis.
6. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in pre-law, psychology, communications, counseling or legal studies or three years of paraprofessional or technical experience in dealing with laws, rules and regulations pertaining to driving privileges.

## **FORMAL HEARING OFFICER (Continued)**

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

Requires extensive knowledge of English usage, composition and grammar.

Requires working knowledge of the Illinois Vehicle Code as it relates to drivers license hearings and removal and relief of driving privileges.

Requires working knowledge of standard office practices and procedures.

Requires working knowledge of oral and written communications and their application to technical and legal subject matter.

Requires working knowledge and understanding of administrative hearings procedures.

Requires ability to deal tactfully with the general public, attorneys or other petitioner representatives.

Requires ability to prepare organized and concise written material utilizing technical and legal terminology.

Requires ability to analyze and interpret laws, rules and policies and logically apply them to cases under review.

Requires ability to conduct hearings and obtain factual information.

Requires possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission - September 18, 1984

Effective - October 1, 1984

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year