

# State Tax Commission of Missouri

## JOB OPPORTUNITY

**Position:** Hearing Officer

### GENERAL DESCRIPTION

Presides over appeals filed with the State Tax Commission; conducts prehearing conferences; rules on discovery disputes; presides over formal evidentiary hearings; drafts decisions and orders; and engages in review process for drafts of decisions and orders prior to publication. Interprets and applies procedural and substantive statutes, rules, policies, and case law relevant to ad valorem property taxation. Within established administrative agency framework, compiles and maintains record of evidence, ensuring proper handling of matters for appeal, confidentiality, and other considerations. Some work is performed under minimal supervision with latitude for exercising independent judgment. Responsible for the full range of cases, including complex and multi-party proceedings.

### WORK TO BE PERFORMED

- Presides as hearing officer in administrative ad valorem tax appeal proceedings and drafts proposed decision and orders.
- Responsible for efficient scheduling and conducting hearings involving varied and complex legal, procedural, and technical issues.
- Administers oaths, examines witnesses, rules on evidence, and issues orders relating to discovery and other prehearing matters.
- Analyzes testimony and other evidence.
- Applies all relevant law to case.
- Performs related work as assigned.
- Conforms to agency policies regarding ex parte communications and ethics matters.
- Conforms to agency policies regarding administration of appeals and scheduling proceedings.
- Conforms to agency policies regarding review process for drafts of proposed decisions and orders.
- Travel throughout the State with some overnight lodging.

### QUALIFICATIONS

#### Education and Experience Required:

- Graduation from an accredited law school with a Juris Doctorate
- Judicial law clerk, litigation, or hearing officer experience
- Excellent research and writing skills. (Writing sample required at time of submission of application.)
- Excellent organization skills.
- Proficiency in the use of technology to perform work, including but not limited to use of data management software, Microsoft Outlook, Microsoft Word, Microsoft Excel, Adobe, and video conferencing or audio conferencing software such as Webex.

**Preferred:**

- Experience working in state and/or local government setting.
- Education or experience related to real estate, appraisal, or finance.

**Knowledge, Skills, and Abilities**

- Extensive knowledge of administrative law and procedure in the State of Missouri.
- Skill in the use of electronic data to manage cases and/or word processing software.
- Skill in the use of technology to conduct proceedings from remote location.
- Ability to administer cases according to requirements of law; ability to determine and apply the relevant rules and statutes relevant to the issues presented; and the ability to preside impartially and justly over cases.
- Ability to manage high volume of cases involving complex, multi-party matters in collaborative and professional manner.
- Ability to engage with colleagues in exchange of ideas and academic debate of legal issues.
- Ability to perform high-quality work with minimal supervision.
- Ability to meet deadlines.
- Ability to impartially evaluate evidence, question witnesses, and control proceedings.
- Ability to work effectively, tactfully, and to demonstrate professionalism and ethical behavior, even in stressful situations.

**Registration, Certification, or Licensure**

- Licensed to practice law in the State of Missouri.

**Location**

- State of Missouri (remote work/remote office with high-speed Internet access plus some travel within the state)

**Salary:** \$65,000 - \$72,000

**Application Process:** Please apply on-line at <https://mocareers.mo.gov/hiretrue/mo/mocareers/index.html>. The position will remain opened until filled.