



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16222**

**Proposed No.** 2022-0325.1

**Sponsors** Balducci

1                   A MOTION approving the job description for the position  
2                   of hearing examiner specialist in the office of the King  
3                   County hearing examiner.

4                   WHEREAS, OR- 0230 of the council's organizational motion compilation  
5 requires that the employment and administration committee to recommend all job  
6 descriptions within the legislative branch of King County to the council for approval, and

7                   WHEREAS, the King County council seeks to update the job description for the  
8 position of hearing examiner specialist in the office of the King County hearing  
9 examiner;

Motion 16222

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10 NOW, THEREFORE, BE IT MOVED by the Council of King County:  
11 The job description for the position of hearing examiner specialist in the office of  
12 the King County hearing examiner, Attachment A to this motion, is hereby approved.

Motion 16222 was introduced on 8/16/2022 and passed by the Metropolitan King County Council on 10/4/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
*Claudia Balducci*  
F8830816F1C4427...

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Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
*Melani Pedroza*  
8DE1BB375AD3422...

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Melani Pedroza, Clerk of the Council

**Attachments:** A. MKCC Position Description - Hearing Examiner Specialist

**16222 Attachment A****Metropolitan King County Council  
Position Descriptions**

Position: Hearing Examiner Specialist	FLSA: at-will, salaried, overtime exempt
Department: Hearing Examiner's Office	Salary Grade: 125
Council Approved: --/--/2022	<b>DRAFT</b>

**Summary**

The Hearing Examiner Specialist is responsible for conducting fair and impartial quasi-judicial administrative hearings for less legally and technically complex, lower-stakes, matters. Incumbent conducts administrative hearings relating to such cases as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license and is responsible for drafting and issuing decisions in these cases. The Hearing Examiner Specialist is a salaried, at-will, overtime-exempt classification.

**Distinguishing Career Features**

The position is designed for someone with experience with administrative hearings, some subject matter expertise, and advanced communication skills to serve as the quasi-judicial officer on select cases. Advancement to this position is based on need, appointment, and compliance with stated qualifications. This position reports to the Hearing Examiner.

**Essential Duties and Responsibilities**

- Serve as the quasi-judicial officer for less legally and technically complex, lower-stakes, cases, such as animal enforcement appeals involving animal trespass, running at large, or lack of a pet license.
- Schedule and notice hearings according to time requirements.
- Make determinations on pre-hearing matters, including requests to re-schedule or to hold a pre-hearing conference.
- Prepare for proceedings. Thoroughly examine the case file. Identify questions.
- Conduct hearings and occasionally pre-hearing conferences.
- Admit evidence, rule on objections, and maintain order, applying examiner's rules and other relevant standards.
- Assure that hearing exhibits and official documents are properly admitted, identified, and maintained.
- Timely issue written decisions.
- Perform other duties as required.

**Qualifications****Required Knowledge and Skills**

- Some familiarity with the examiner code and rules, along with the relevant substantive code provisions and with other legal requirements applicable to quasi-judicial processes.
- Well-developed people skills in gaining trust in difficult situations, employing lines of questioning, and delivering information orally and in writing.

## 16222 Attachment A

- Sound judicial temperament, especially patience, courtesy, sensitivity, respect for all persons, fairness, and reasonableness.
- Keen insight on matters such as witnesses credibility.
- Knowledge of and well-developed skills using personal computers, including common desktop applications and specialized databases.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write notices, orders, and decision.

### **Requires the Ability to:**

- Carry out the functions of the position.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Organize, facilitate, and carry out a quasi-legal decision-making process.
- Learn, interpret, and apply code sections that apply to examiner proceedings.
- Maintain order in proceedings, remain fair and impartial with determinations, and properly handle private and confidential communications.
- Give full attention to what other people are saying, take time to understand facts and points being made, display empathy, ask appropriate questions, and not interrupt at inappropriate times.
- Present decisions in a clear, concise, interesting, and logical manner, both orally and especially in writing.
- Prioritize workload to meet deadlines.
- Work varying schedules and show consistent attendance and punctuality.

### **Education and Experience**

The position typically requires bachelor's degree and at least two years' work with administrative hearings.

### **Working Conditions**

Work is performed indoors where some safety considerations exist with emotional, argumentative, or hostile customers.

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Claudia Balducci  
 claudia.balducci@kingcounty.gov  
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Motion 16222 Attachment A.docx

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Melani Pedroza  
 melani.pedroza@kingcounty.gov  
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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum



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