

SNOHOMISH COUNTY JOB DESCRIPTION

HEARING EXAMINER, DEPUTY

Spec No. 5018

BASIC FUNCTION

To conduct quasi-judicial hearings and to render decisions on land use applications, appeals, code enforcement, business license and asset forfeiture cases.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts quasi-judicial hearings; takes testimony and receives exhibits; questions witnesses; rules on procedural motions, ensures that legal due process is observed and applies the Snohomish County Code and other applicable laws to the decision.
2. Reviews properties subject to future hearings to become familiar with the terrain, relationships to other properties and observe potential problems.
3. Receives and examines hearing related documents; reviews case files, county codes and policies, environmental impact statements, plot plans and topographical maps.
4. Evaluates testimony and evidence; prepares records; enters final written findings; imposes conditions to conform projects to county ordinances and land use policies.
5. Provides examiner services to authorized municipalities through interlocal agreements.
6. Maintains current knowledge of new and changed state and county laws and policies and related court decisions.
7. Reviews complaints and conducts enforcement hearings.
8. Prepares reports and correspondence as required; certifies records to the court.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.
10. Performs duties of the Hearing Examiner in his/her absence.

MINIMUM QUALIFICATIONS

A law degree and at least three (3) years as a Hearing Examiner; OR a Bachelor's degree in urban planning, geography or public administration or related field; PLUS, five (5) years experience which includes two (2) or more of the following fields: urban planning, law, public administration or a related field; OR, any equivalent combination of education/training and/or experience which provides the required knowledge and abilities. A master's degree in one of above fields may be substituted for one (1) year of experience. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- zoning procedures, subdivision regulations and land use codes and ordinances
- comprehensive planning theory, relevant related state and federal practices and implementing measures
- land use law and court decisions

Ability to:

- conduct public hearings in an orderly and impartial manner
- follow complex oral and written arguments and identify issues
- communicate complex ideas effectively both orally and in writing
- maintain required records and prepare complete and complex reports
- interpret administrative guidelines and apply independent judgment in the execution of those directives
- make decisions involving complex issues within required deadlines
- establish and maintain effective work relationships with superiors, subordinates, peers, associates and the general public
- exercise courtesy, discretion and tact in the face of hostility and dispute
- demonstrate proficiency in use of computers and software such as word processing, spread sheets, e-mail, and others

SUPERVISION

The employee is an independent appointed official who receives only administrative direction from the Hearing Examiner. Decisions made by the incumbent are final and not subject to supervisory review. The employee's decisions may be appealed to the County Council or the Superior Court.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with occasional field trips to locations throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1987
Revised: December 1990, January 2005, June 2008
EEO Category: 2 - Professionals
Pay Grade: 112 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous

Spec No. 621669