

DUTY STATEMENT
SUPERVISING ADMINISTRATIVE LAW JUDGE
TAX UNIT

As a member of Senior Management, the Supervising Administrative Law Judge (SALJ) supervises judicial staff and is responsible for the day-to-day operation of the Tax Unit. The SALJ also participates in decision making, strategy formulation, and problem resolution as an assistant to the Executive Director/Chief Administrative Law Judge. The incumbent may also conduct quasi-judicial hearings for specialized cases such as tax cases, unemployment insurance, disability insurance, trade disputes, and other distinctive cases. The incumbent may also serve in the absence of Field Office Supervising Administrative Law Judges as needed for the eleven offices of appeals.

ESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
35%	<p>Plans, organizes, coordinates, and supervises the work of Administrative Law Judges performing hearings for the Tax Unit. Assists Administrative Law Judges with the more difficult cases and work problems.</p> <p>Reviews decisions of the Administrative Law Judges for conformity with Federal and State tax laws established policies of the Board, and precedent cases.</p>
20%	<p>Provides a high level of assistance and expertise to the Executive Director/Chief Administrative Law Judge on issues pertaining to State Employment Taxes such as unemployment insurance, disability insurance, personal income tax and related federal programs such as the Federal Unemployment Tax Act, including policy and program development, evaluation and recommendation.</p>
15%	<p>Represents Chief Administrative Law Judge (Chief ALJ) at a variety of meetings involving the Employment Development Department, US Department of Labor, employers and claimants. Attends various functions as a representative of the Chief ALJ.</p> <p>Acts as liaison to the Tax Branch of the Employment Development Department on issues relating to the various Employment Tax Programs. Facilitates problem resolution between CUIAB and the Tax Branch. As an assistant to the Chief ALJ, provides effective management and administration of the field operations consistent with the rules, policies, strategic plan and budget of CUIAB.</p> <p>Advises the ALJ Training Officer on the training needs of staff as they relate to the Employment Tax Program.</p>

10%	Presides over quasi-judicial hearings and renders final decisions for specialized cases such as tax cases, unemployment insurance, disability insurance, trade disputes, and other distinctive cases.
5%	Advises interested parties and the public on appeals procedure establishes and maintains cooperative relationships with those contacted in the work.
5%	Travel throughout the state to various meetings to consult with Chief ALJ/Executive Director for planning, forecasting, training needs, etc.
5%	Attend periodic meetings; participate in regional and annual training; write letters and reports.

NONESSENTIAL FUNCTIONS

Percentage Function

5%	Attend periodic meetings; participate in regional and annual training; write letters and reports.
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I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.

EMPLOYEE'S PRINTED NAME EMPLOYEE'S SIGNATURE DATE

I have discussed the duties of this position with the employee.

SUPERVISOR'S PRINTED NAME SUPERVISOR'S SIGNATURE DATE

SUPERVISING ADMINISTRATIVE LAW JUDGE

ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION					X
HEARING					X
SPEAKING				X	
WALKING		X			
SITTING					X
STANDING		X			
BALANCING		X			
CONCENTRATION					X
COMPREHENSION					X
WORKING INDEPENDENTLY					X
LIFTING UP TO 10 LBS OCCASIONALLY		X			
LIFTING UP TO 25 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY		X			
FINGERING			X		
REACHING			X		
CARRYING		X			
CLIMBING		X			
BENDING AT WAIST		X			
KNEELING		X			
PUSHING OR PULLING		X			
HANDLING			X		
DRIVING		X			
OPERATING EQUIPMENT		X			
WORKING INDOORS					X
WORKING OUTDOORS	X				
WORKING IN CONFINED SPACE		X			
TRAVEL		X			

Are you able to perform the above-listed essential functions of the job, or are you prevented from doing so due to a physical or mental condition or limitations that may affect your ability to perform these functions?

- Yes. I am able to perform all of the above-listed essential functions of the job and have no physical or mental condition or limitation, which would prevent or otherwise impair me from doing so. (If checked, sign below. It is not necessary to read the following page.)
- Yes. I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation (to be provided by the hiring authority as more specifically noted on the following page) in order to do so.
- No. I am unable to perform one or more of the above-listed essential functions of the job, even with reasonable accommodation.
- I am not sure if I am able to perform one or more of the above listed essential functions of the job. (On the following page, please identify the functional limitations you have which you believe may limit your ability to perform the essential functions of the job.)

Applicant's Signature

Date Signed

