

The Department of Labor, Division of Unemployment Insurance is immediately seeking 5 to 10 qualified attorneys to serve as temporary (part-time or full time) Appeals Referees to address the increased level of appeals hearings resulting from the large number of pandemic related Unemployment Insurance claims. Laptops will be provided.

The Department is using Acro Services, (734) 666-8838 www.acrocorp.com, and Delmarva Temporary Staffing, 302-644-1807 dtstemp@comcast.net, as hiring partners. You should contact each firm to discuss their salary and benefits structure for this position. The position description is as follows:

Summary Statement

Seeking attorney referees that will be responsible for conducting Unemployment Insurance Appeals hearings and rendering decisions in accordance with applicable laws.

Nature and Scope

The position performs with general supervision from the Chief Referee and is involved in conducting quasi-judicial hearings, researching and deciding Unemployment Insurance Appeals. The referee has contact with employers, claimants, and attorneys in hearings: decides the case and responds to general inquiries regarding the law and administrative procedures. In addition, an incumbent has contact with local claims offices to clarify information regarding a specific case. The ability to understand people in stressful situations and to render just legal decisions is a significant aspect of the work. The referee will render case decisions that enable the Division of Unemployment Insurance to award benefits in an equitable manner.

Essential Functions

Essential functions are fundamental, core functions common to referee positions and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts Unemployment Insurance appeals hearings in accordance with applicable laws; administers oaths and affirmations; issues subpoenas of persons or evidence relevant to a case; receives and reviews evidence and rule on its admissibility.
- Regulates and controls the hearing, hears testimony, and questions witnesses and parties to case.
- Researches and reviews applicable Federal and State laws as well as precedent cases to determine liability.
- Renders written decisions on dispensation of Unemployment Insurance appeals cases.
- Records the proceeding including the testimony and evidence presented, applicable laws or precedent cited, and decision rendered, in case decision is appealed to a higher authority.
- Responds to inquiries from the public regarding laws, appeal procedures, time limitations.
- Prepares required reports and logs.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of Unemployment Insurance laws and Administrative Law procedures.
- Knowledge of the principles and practices of obtaining testimony to preserve the rights of all parties.
- Knowledge of the methods and techniques of legal report preparation.
- Knowledge of the laws concerning admissibility of evidence.
- Knowledge of research techniques.
- Skill in eliciting information.
- Skill in performing legal research.
- Ability to learn, understand, and interpret applicable laws, rules and regulations to case determinations.
- Ability to conduct quasi-judicial hearings.
- Ability to render logical decisions based on testimony given, evidence presented and applicable laws and precedents set.
- Ability to establish and maintain effective working relationships with employees, representatives of private industry, and the general public.
- Ability to communicate effectively both orally and in written form.

Job Requirements

JOB REQUIREMENTS for Unemployment Compensation Appeals Referee

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Juris Doctor.
2. Six months experience in drafting legal documents and writing legal briefs which includes presenting facts, setting out and analyzing legal issues and applying legal precedents.
3. Six months experience in legal research such as researching statutes, regulations, case law and background information.
4. Three years experience in interpreting laws, rules, regulations, standards, policies, and procedures.