

ZONING HEARING EXAMINER

NATURE AND VARIETY OF WORK

This is professional and administrative legal work performed in conjunction with the administration of the County's comprehensive legal activities in conducting public hearings and rendering decisions in zoning, re-zoning and other cases assigned by the County Council. Incumbents in this class investigate and prepare legal opinions on zoning cases assigned by the County Council in accordance with applicable law. Work is performed under the general supervision of the Chief, Zoning Hearing Examiner in accordance with general policies and is evaluated in terms of results of completed assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Administers the processing of applications involving zoning, special exceptions, and variances.

Administers oaths and affirmations.

Conducts full and complete public hearing upon applications involving zoning matters; insures that all requirements and restrictions imposed by law are satisfied.

Rules upon offers of proof and receives relevant evidence.

Regulates course and conduct of hearings and questions witnesses at own discretion.

Prepares written decisions relative to zoning and reports.

Upon conclusion of public hearing prepares a written opinion which contains specific findings of fact, conclusions of law and a recommendation or disposition of the case.

Participates in conferences, group discussions and consultations with Council Members, Aides and members of the public on current and proposed zoning laws and practices as directed.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles of zoning law.

Ability to make interpretations of research data.

Ability to write clearly and concisely.

Ability to analyze and evaluate evidence.

Ability to interpret and apply laws, rules, regulations and legal precedent.

Ability to preside at and control hearings.

Ability to maintain effective working relationships with other employees and officials of all locals within and outside County government.

MINIMUM QUALIFICATIONS

Must be an attorney, admitted to practice before the highest court of a state or of the District of Columbia, possess judicial temperament, have at least five (5) years experience in administrative litigation, and demonstrate a knowledge of administrative and zoning law, practice and procedure by competitive written examination.

CREATED: 9/74

REVISED: 10/88