

CHIEF DUI ADJUDICATOR

SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES:

The position functions as the Chief Adjudicator and is responsible planning, implementing and directing the operations of the Administrative Driver's License Revocation Office, including supervision of DUI Adjudicators, DUI Assistant, DUI Review Technicians and DUI Clerks.

- May conduct administrative license revocation hearings which include making findings of fact and conclusions of law involving the validity of the issues and the evidence and interpreting administrative revocation rules; documenting the research; and issuing a final decision to the arrestee.
- Conducts supervisory review of DUI Adjudicators' decisions regarding decision content and the legal basis of decisions.
- Initiates modification of rules and regulations as needed upon periodic review and evaluation of procedures.
- Serves as liaison between the Administrative Director of the Courts and other agencies involved in administrative revocation.

OTHER REQUIREMENTS:

The incumbent of this position may be required to work a variable work schedule and to work beyond a normal work schedule including evenings, days off and holidays.

KNOWLEDGE AND ABILITIES REQUIRED:

Knowledge of:

- Rules of evidence associated with general administrative hearing procedures;
- Laws, rules and regulations affecting conduct of administrative hearings in the State of Hawaii.

Ability to:

- Preside and conduct administrative hearings in a fair, informal, impartial and efficient manner with dignity and decorum;
- Exercise sound judgement in analyzing testimony and other evidence;
- Apply appropriate provisions of law and make appropriate decisions and apply proper sanctions;
- Handle controversy and maintain judicial composure in stressful or confrontational situations and maintain even disposition, poise, patience and tact;
- Be objective and free from influence or bias;
- Determine credibility of witness from the quality of their testimony and general qualifications and by observing their demeanor;
- Exercise leadership, supervisory and management skills to lead subordinates, manage work priorities and manage employee relations;
- Communicate effectively, both orally and in writing; write clearly and concisely in simple comprehensive language.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Bachelor's degree from an accredited college or university.

Experience: Four (4) years of progressively responsible professional experience in a judicial and/or quasi-judicial advocacy, traffic law enforcement, labor relations, or a comparable program which included responsibility for the resolution of contested matters between persons and/or person and agencies.

The experience must have demonstrated the ability to establish and maintain effective working relationships with staff, colleagues, internal and external organizations and individuals of varying backgrounds, capabilities and interests; exercise rational thinking and sound judgement when dealing with persons and issues; and to express oneself using simple language so to be understood by all persons at hearings through pertinent, fair and comprehensive questions and comments.

Qualifying work includes experience as a hearings officer.

Supervisory Experience: Of the four (4) years of professional or technical experience described above, one (1) year of this experience should have been in a supervisory capacity which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising staff on difficult problem or potential problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.

Substitutions for Supervisory Experience:

Two (2) years of experience in the practice of law may be substituted for the professional or technical experience described above. One (1) year of this experience must have included supervision of staff.

DESIRABLE QUALIFICATIONS:

- Graduation from an accredited law school.
- Knowledge of procedures and requirements involved in violations relating to motor and other vehicles, and Driving Under the Influence (DUI) laws of the State of Hawaii.