

## **Hearing Officer**

### **Volunteer Position Description**

Hearing Officers are assigned to preside over licensed legal professional discipline and disability proceedings under appropriate court rules.

**Position overview:** Hearing Officers conduct settlement conferences, disciplinary proceedings or disability proceedings as assigned by the Chief Hearing Officer. Hearing Officers must impartially and diligently conduct such proceedings when assigned which may include any of the following:

- Conduct Settlement Conferences;
- Decide motions, including discovery motions;
- Approve stipulations;
- Conduct hearings, including taking testimony, admitting exhibits, and issuing timely written decisions, including a recommended resolution or sanction;
- Conduct hearings according to required rules;
- Complete a written decision 30 days after the hearing.

Travel is required to various hearings throughout the state.

Initial appointment is for a 2-year term; Hearing Officers may be reappointed to 4-year terms.

**Time commitment:** Unpredictable, depending on assignments; estimated 5-15 days per year in concentrated bursts. Attendance at one annual all-day training is required.

**Requirements:**

- Active WSBA members for at least 7 years are eligible to apply
- Applicants must have no public discipline record
- Applicants must have experience as an adjudicator or advocate in contested adjudicative proceedings

**Preferred qualifications and skills:**

- Experience writing adjudicatory decisions
- Experience with judicial demeanor
- Experience controlling a hearing

**Benefits:** Hearing Officers have an opportunity to learn about the discipline system and assist WSBA's Office of Disciplinary Counsel in fulfilling its obligations to administer an effective system of discipline, protect the public, and ensure the integrity of the profession.

**Reimbursement policy:** This is an unpaid volunteer position. Expenses will be reimbursed.

**Selection and appointment process:** Candidates are vetted by the Disciplinary Selection Panel and recommendations are forwarded to the WSBA Board of Governors and the Supreme Court, which makes the appointments. Applicants must submit a writing sample.

**For further information:** See [www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/hearing-officers](http://www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/hearing-officers).

**How to apply:** See instructions at [www.wsba.org/joincommittee](http://www.wsba.org/joincommittee). Questions about the application? Email [barleaders@wsba.org](mailto:barleaders@wsba.org).