

# **ADMINISTRATIVE LAW JUDGE**

**Department: Town Attorney**  
**Classification: Non-Competitive**  
**Specification Number: 1295**  
**Approved: 12/26/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**At the time of appointment, employees must possess a license to practice law before the Bar of the State of New York and must have been admitted to practice for at least five (5) years.**

## **NECESSARY SPECIAL REQUIREMENT**

**Candidates must maintain a New York State license to practice law before the Bar of the State of New York while employed in this title.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this title has the power to hear and decide cases brought against individuals for violating Town Code and assess civil penalties pursuant to the Town Code where the violation has been sustained. Work is performed in conformance pursuant to § 382 of New York State General Municipal Law and requires the exercise of considerable initiative and independent judgment on all matters. Work is reviewed by the Bureau Director through reports and conferences. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Presides over the Town court, hears and decides Notice of Violation cases, and assesses civil penalties;**  
**Administers oaths and affirmations, examines witnesses, rules upon offers of proof, receives evidence, and oversees, regulates, orders, and enforces such discovery as appropriate under the circumstances;**  
**Regulates the course of the hearing in accordance with the rules of the Bureau Director or other applicable law;**  
**Holds conferences for the settlement or simplification of the issues;**  
**Rules on procedural requests or similar matters;**  
**Makes final findings of fact and final decisions, determinations or orders;**  
**Imposes monetary penalties as provided by law for each violation.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Comprehensive knowledge of administrative law and procedures; ability to prepare legal instruments on behalf of the Bureau Director; ability to present clear and concise arguments pertaining to matters of litigation; ability to gather, organize and evaluate material; ability to exercise independent judgment; ability to establish and maintain effective working relationships with attorneys and the general public; physical condition commensurate with the demands of the position.**