

Workers' Compensation Referee

Non-Classified Classification

Idaho Industrial Commission

Open for Recruitment: September 23, 2015-October 5, 2015

Announcement # NONCLS097827

Salary Range: \$64,000 - \$66,600 annually, DOE -Plus Competitive Benefits!

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Industrial Commission has an immediate opening for a full-time Workers' Compensation Referee in Boise, Idaho.

Responsibilities:

The Idaho Industrial Commission has original jurisdiction in workers' compensation proceedings and appellate jurisdiction in unemployment insurance proceedings. Referees manage cases, conduct hearing and mediations, draft findings of fact and conclusions of law, and write decisions for review by the Commission. Referees may also participate in the Alternate Dispute Resolution (Mediation) process.

Required Skills/Qualifications:

- Graduation from an accredited law school
- Active member in good standing of the Idaho State Bar
- Experience in litigation and/or administrative proceedings
- Experience conducting legal research and drawing legal conclusions
- Experience eliciting information from a wide variety of individuals including hostile witness
- Experience with word processing software
- Strong written and verbal communication skills
- Strong time and case management skills
- Willingness and ability to travel overnight

TO APPLY: Mail or deliver cover letter, résumé, references, and two writing samples to:

MS. DANI SPURNY, HUMAN RESOURCES DEPARTMENT
IDAHO INDUSTRIAL COMMISSION
700 S. CLEARWATER LANE, PO BOX 83720
BOISE, ID 83720-0041

Application materials must be post marked no later than Monday, October 5, 2015.

Cover letter, résumé, references and two writing samples will be reviewed to select the most highly qualified candidates to participate in an interview examination. Submitted documents will

not be returned.

For this position, extra consideration will be awarded for Veteran Status (Supporting documentation must be provided).

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208/334-6038. EEO/AA employer.

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.

Resume résumé