

*Cannabis Control Commission
Job Description*

Department: Legal

Reports to: General Counsel

Job Title: Contract Hearing Officer (Part-time)

I. PURPOSE OF THE JOB

The Commission seeks to contract with a part-time Hearing Officer. In consultation with the General Counsel, the Hearing Officer will implement, manage and conduct administrative hearings arising from licensing and enforcement actions.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Represent the Commission as the Hearing Officer responsible for its administrative hearings process.
- Manage all phases of the process; maintain case files, establish procedural schedules, conduct administrative hearings, and close case files.
- Review complaints and other pleadings.
- Conduct independent and thorough research and decide on substantive and procedural legal issues.
- Develop administrative records.
- Make oral rulings, including on motions.
- Draft recommended orders, memoranda and decisions for Commission consideration.
- Work with staff to close case files, which may include compiling administrative records for judicial review.
- Recommend refinements of the administrative hearings process.
- Develop and maintain knowledge of the Commission's statutes, regulations and policies and other applicable areas of administrative law.

III. EDUCATION AND EXPERIENCE

- Juris Doctor from an accredited law program.
- Member of the Massachusetts Bar or another state bar in good standing.
- Minimum four-year experience practicing law in the public sector, in private practice, or in a nonprofit or corporate legal department.
- Experience or expertise in administrative law, especially as it pertains to licensing and enforcement actions.
- Experience or familiarity with laws governing adult- or medical – use marijuana or an interest in developing an expertise in this emerging area of the law.

IV. KNOWLEDGE AND SKILLS

- Knowledge of state laws pertaining to the conduct of administrative hearings officers, including state ethics laws.
- Experience or expertise in conducting administrative hearings or judicial trials.
- Experience of familiarity with state agencies, including commissions.
- Ability to possess and exercise good judgment in addressing problems and making decisions.
- Ability to act in a fair, impartial and unbiased manner.
- Ability to exercise discretion in handling of confidential and sensitive information.
- Experience or expertise in case management.
- Excellent verbal and written communication skills.
- Ability to draft clear and concise legal decisions.
- Outstanding organizational skills, which includes the ability to prioritize and complete multiple projects under time constraints and with available resources.
- Ability to maintain complete and accurate records.
- Ability to work independently and productively in an evolving environment.
- Must demonstrate a proficiency with computers and the MS Office Suite.
- Maintain the highest standards of personal, professional and ethical conduct and support the Commission's goals for diversity and cultural awareness.

Rate: \$75.00 - \$125.00/hr. (no-benefits)