



Independent Contractor Opportunity
City of Chicago Department of Administrative Hearings
Administrative Law Judge

DEPARTMENT OVERVIEW

The City of Chicago's Department of Administrative Hearings (DOAH) is the State of Illinois' largest municipal administrative tribunal. DOAH conducts approximately 550,000 hearings each year. DOAH's mission is to provide quality Administrative Hearings for the City of Chicago in a timely, efficient, and cost-effective manner, with respect for individuals' due process rights. As the City's central, independent Administrative Law Court, DOAH adjudicates a wide range of matters filed by various City of Chicago Departments. DOAH's Department Head (Director) serves as the Chief Administrative Law Judge and appoints the Administrative Law Judges.

The DOAH is divided into four Divisions, each of which is responsible for hearing certain types of quality-of-life and/or safety violation cases. Each Division is managed by a Senior Administrative Law Judge.

POSITION OVERVIEW

The Administrative Law Judges (ALJs) in each Division hear cases filed by specific City Departments.

The ALJs in DOAH's Buildings Hearings Division hear cases filed by the following City Departments: Buildings, Fire, Water Management, and Health.

The Environmental Safety & Consumer Affairs Hearings Division hears cases initiated by the following City Departments: Business Affairs and Consumer Protection, Finance, Health, Police, Streets & Sanitation, and Transportation.

The Municipal Hearings Division hears cases filed by the following City Departments: Police, Law, Finance, and Water Management.

Finally, the Vehicle Hearings Division hears cases filed by the City's Police Department and Department of Finance.

DOAH's ALJs are subject to a Code of Judicial Conduct, and must maintain the highest standards of ethics, both professionally and personally.

Pursuant to the Municipal Code of Chicago, ALJs have the powers necessary to

conduct and conclude fair and impartial hearings. Their duties include, but are not limited to, the following:

- Hear testimony
- Rule upon motions and the admissibility of evidence
- Authenticate the record of the hearing and all exhibits and evidence introduced at the hearing
- Issue a final and appealable order which includes findings of fact and conclusions of law
- Impose penalties and fines and assess costs consistent with applicable code provisions upon finding a party liable for the charged violation(s)

DOAH's ALJs do not have equitable powers nor discretionary authority. Rather, the ALJs are bound by the provisions of the Chicago Municipal Code and State Law.

DOAH's ALJs serve as part-time independent contractors. Independent contractors are not entitled to any City of Chicago benefits (e.g., vacation, sick leave, pension, etc.).

MINIMUM QUALIFICATIONS

- Licensed to practice law in the State of Illinois for at least 3 years and in good standing with the ARDC.
- Must be an actual resident of Chicago and proof of residency will be required at the time of application.

SELECTION PROCESS

To apply, please submit a cover letter and resume to:

DOAHALJAPPLICATION@CityofChicago.org