



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

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MICHAEL L. PARSON
GOVERNOR

ANNA S. HUI
DEPARTMENT DIRECTOR

Appeals Referee I

Division of Employment Security / Unemployment Insurance Appeals Section

421 E. Dunklin St, Jefferson City, MO 65101

Salary Range: \$40,000 - \$57,792

Posting Dates: Until Filled

The Department of Labor is looking for an enthusiastic applicant with excellent communication skills to join our team!

Key Responsibilities:

- Conducts quasi-judicial hearings with interested parties and their counsel: places witnesses under oath, questions witnesses to ascertain pertinent facts, directs the recording of testimony, admits or excludes evidence, and facilitates the cross-examination of witnesses.
- Reviews, prior to hearing, pertinent material which has a bearing on scheduled appeals.
- Evaluates all facts pertinent to a case and prepares written findings of fact and decision, applying pertinent provisions of the law and following established precedents.
- Studies precedent decisions in similar cases as a guide for making decisions.

Qualifications, Knowledge, and Abilities:

- Six or more years of responsible technical and/or supervisory experience with the Missouri Division of Employment Security, including two or more years as a Claims Specialist II, Claims Supervisor, Senior Claims Supervisor, Senior Contributions Supervisor, or Labor and Industrial Relations Manager; and possession of a high school diploma or proof of high school equivalency.
- Comprehensive knowledge of the general provisions and philosophy of the Employment Security program and of state and federal laws and policies pertaining to unemployment insurance and related fields.
- Comprehensive knowledge of appeals rights, rules of evidence, and procedures as set forth in pertinent laws and administrative regulations pertaining to Employment Security.
- Ability to exercise considerable judgment, discretion, and tact in the hearing of controversial matters, and in the preparation of findings and decisions.
- Ability to evaluate, accurately and impartially, a variety of data and to prepare a sound and substantiated decision based on the evidence.

To apply visit: mocarriers.mo.com