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Job Title	ADMINISTRATIVE LAW JUDGE
Job Code	90789 ADMINISTRATIVE LAW JUDGE 2
Auto req ID	15867BR
Location	Polk County
Location Zip Code	50319
Full/Part Time	Full-Time
Department	572-Public Employment Relations Board
Salary Minimum	\$63,440
Salary Maximum	\$111,259
Job Description	

This is a courtesy posting for a non-merit position. Please follow instructions in the "To Apply" section for directions on how to apply for this position.

Only applicants who meet the minimum requirements and selectives 353 Law and 354 Law Degree will be placed on the eligible list.

The Iowa Public Employment Relations Board (PERB) is seeking candidates for the position of Administrative Law Judge for PERB. This position reports to the Members of PERB and is a member of a 10-person staff. The position is responsible for a variety of tasks and duties including, but not limited to:

- Conducts pre-hearing conferences and motion hearings and presides over contested case hearings;
- Researches applicable law and issues rulings, decisions and orders;
- Mediates collective bargaining impasses, contested cases and contract grievances throughout the state;
- Answers questions from the parties and the public with respect to procedural and substantive issues; and
- Other duties as assigned by the Board.

This is an at-will position and will serve at the pleasure of the Members of PERB. The position is located in Des Moines, IA. Travel throughout Iowa is required. Work hours may vary and may include some evenings and weekends.

The State of Iowa is an Equal Employment Opportunity/Affirmative Action Employer.

**Minimum
Qualifications**
**Additional
Qualifications**

Graduation from an accredited law school with licensure to practice law in the State of Iowa.

Only applicants who meet the minimum requirements and selectives 353 Law and 354 Law Degree will be placed on the eligible list.

353 Law

6 months' experience involving:

- Contract Law
- Administrative law
- Legal research and writing
- Corporate law/corporate structure
- Public law

12 semester hours covering coursework in:

- Paralegal
- Law
- Pre-law

354 Law Degree

Possession of a law degree from an accredited institution.

Preferred:

Experience in researching and applying applicable law and issuing rulings, decisions, and orders.

Experience in labor law or labor relations.

Experience mediating.

Post Close Date

10-Aug-2015

To Apply:

For consideration, please submit a cover letter, resume, writing sample, and references to:

Mike Cormack, Board Chair, at iaperb@iowa.gov.

Preferred writing samples will include the analysis of a contested legal issue, such as a brief, memorandum to a client, or decision.

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