

**Administrative Law Judge
Kentucky Department of Workers' Claims**

The Workers' Compensation Nominating Committee is now accepting applications to fill a vacant position of Administrative Law Judge in the Kentucky Department of Workers' Claims. Pursuant to KRS 342.230(3), the term for the vacant Administrative Law Judge position expires December 31, 2017. This is a full-time position, subject to appointment by the Governor of Kentucky and confirmation by the Kentucky State Senate. Appointees shall not hold any other public office or maintain any private practice.

Pursuant to KRS 342.230(3), applicants for the Administrative Law Judge position must be licensed attorneys and must have five (5) years' experience in the Commonwealth in the practice of workers' compensation law or a related field, and extensive knowledge of workers' compensation law. The salary to be paid to an Administrative Law Judge is the same as a Kentucky Circuit Court Judge.

Interested applicants are required to send a packet which consists of his or her resume, a cover letter containing an email address, and a completed application supplement (form attached) to the following:

**ATTN: Laura Horton
Nominating Commission Clerk
Department of Workers' Claims
657 Chamberlin Avenue
Frankfort, Kentucky 40601**

Applications may also be submitted via email to laura.horton@ky.gov. Applications must be received at the Frankfort office of the Department of Workers' Claims on or before 12:00 noon, Eastern Time, on Monday, May 1, 2017. Any and all applications received after that time will not be considered. Questions may be directed to Ms. Horton at laura.horton@ky.gov.

Those serving on the Workers' Compensation Nominating Committee are:

Louis Kelly, Chairman
Florence, KY

Megan Mersch Fields
Park Hills, KY

Joshua W. Davis
Louisville, KY

Charles E. McCoy
Owenton, KY

Runan S. Pendergrast
Lexington, KY

Applicants and employees in this classification may be required to submit to a drug-screening test and background check. The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry, or veteran status in the admission or access to, or participation or employment in, its programs or services.

EQUAL OPPORTUNITY EMPLOYER M/F/D



Matthew G. Bevin
Governor

Jenean M. Hampton
Lieutenant Governor

KENTUCKY LABOR CABINET
Department of Workers' Claims

657 Chamberlin Avenue
Frankfort, KY 40601
Telephone: (502) 564-5550
www.labor.ky.gov/workersclaims

Derrick K. Ramsey
Secretary

Robert L. Swisher
Acting Commissioner

April 18, 2017

Commonwealth of Kentucky
Department of Workers' Claims
Administrative Law Judge Application Supplement

The Workers' Compensation Nominating Committee requests that you submit the following information/items as a supplement to your application for consideration to be nominated to be an Administrative Law Judge. This supplemental information must be **RECEIVED** as a single package with your application by the Department of Workers' Claims (send to laura.horton@ky.gov) **NO LATER THAN 12:00 noon, EASTERN TIME, Monday, May 1, 2017:**

1. Name of Applicant: _____
2. Please provide cell phone number: _____
3. Year in which you most recently practiced workers' compensation law: _____
4. Number of cases settled in the last year of practice: _____
5. Number of cases you handled that year that went to a formal hearing: _____
6. Number of cases you handled that year in which an Appeal was taken: _____
7. Please submit a workers' compensation writing sample consisting of a brief (or substantially similar pleading) which you have submitted to an Administrative Law Judge, Workers' Compensation Board, or Court of Appeals. If this is not available, please provide a writing sample from Circuit Court or any Appellate Court.



An Equal Opportunity Employer M/F/D

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The general duties and activities of an Administrative Law Judge include, but are not limited to:

- a. Traveling across the state for up to four days per week, twice a month, a minimum of nine months per year, to conduct Benefit Review Conferences and Formal Hearings;
- b. Managing a caseload of 400 to 500 active claims efficiently so that all claims are expeditiously litigated and resolved;
- c. Supervising support staff;
- d. Understanding and analyzing often voluminous and complex medical evidence;
- e. Weighing and synthesizing medical and lay evidence fairly and impartially in order to make findings of fact which are supported by substantial evidence in the record;
- f. Maintaining a current and thorough understanding and knowledge of substantive and procedural aspects of workers' compensation law;
- g. Issuing opinions which clearly and decisively reflect an understanding and sound analysis of the evidence in the record supporting findings of fact as well as the proper application of the law to the facts resulting in factually and legally correct decisions;
- h. Properly managing workload and docket time demands to ensure that Opinions are issued timely as required by statute, that motions dockets are timely addressed and that Benefit Review Conferences and Formal Hearings are conducted as and when scheduled, to that end often working well beyond "regular office hours";
- i. Conducting proceedings in a dignified manner treating all parties and counsel with courtesy and respect.

Considering the foregoing summary, please explain your qualifications and willingness, by practice and demeanor, to fulfill the duties and demands of the office of Administrative Law Judge in the Kentucky Department of Workers' Claims.