

HEARING EXAMINER REQUIREMENTS

The Ohio Department of Agriculture (ODA) is requesting proposals for attorneys to serve as hearing examiners on a contractual, intermittent basis throughout the entire contractual term noted below for administrative hearings held pursuant to Chapter 119 of the Ohio Revised Code. The ODA compensation rate is \$52.50 per hour, plus up to \$367.50 per year for reimbursement for miscellaneous hearing expenses such as postage and copying costs. Please note that as ODA hearings are held at the main campus in Reynoldsburg, Ohio. No compensation either for time or expenses will be provided for travel to and from ODA. The total amount paid to any one hearing examiner under the term of the contract (July 1, 2011 – June 30, 2013), will not exceed \$9,240.00. ODA does not guarantee the number of hearings or hours a hearing examiner will work, if any.

In order to be considered, applicants must submit:

- proof of being licensed to practice law in Ohio, (this proof can be either a letter of good standing issued by the Ohio Supreme Court or a copy of an unexpired bar admission card issued by the Ohio Supreme Court);
- a resume, including address, outlining education and experience along with any administrative law experience either as an advocate or a hearing officer, please state which government board or agency and the approximate number of administrative cases litigated or decided, (**please note**, applicants must have at least 5 years prior litigation and/or hearing officer experience to apply);
- a short writing sample, please limit to 5 type-written double spaced pages;
- a completed and signed Declaration Regarding Material Assistance regarding the non-support of terrorists, this form is found at: <http://www.publicsafety.ohio.gov/links/HLs0038.pdf> and;
- the applicant's tax identification number.

The award of a personal service contract will be awarded based on the aforementioned criteria.

Ohio Revised Code Section 9.24 prohibits the award of any contract for services paid for in whole or in part with state funds to a person against whom a finding for recovery has been issued by the Auditor of State if the finding for recovery is unresolved. Ohio Revised Code Section 9.24(E) requires that a state agency verify that the person to whom the state agency plans to award a contract does not appear in the database to be maintained by the Auditor of State.

Successful candidates will be required to sign a personnel services contract upon notification of selection.

The contract will be effective for fiscal years 2012 and 2013 (July 1, 2011 through June 30, 2013).

Applications will be accepted until 5:00 p.m., May 27, 2011, and should be submitted to:

Ohio Department of Agriculture
Legal Section
Attn: William Hopper, Chief Legal Counsel
8995 East Main Street
Reynoldsburg, Ohio 43068

Applications received after the deadline will not be considered. Proposals sent by fax or e-mail will not be considered.

The evaluation process resulting in the final award of a contract rests with the Legal Section of ODA. The Ohio Department of Agriculture reserves the right to determine that the award of a contract would not be in the best interest of ODA or the State of Ohio.

The Ohio Department of Agriculture is an Equal Opportunity Employer