

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 for appointment as an Administrative Law Judge. This supplemental information must be **RECEIVED by email** with your application by the Department of Workers' Claims (send to norah.higgins@ky.gov) no later than 12:00 noon, EASTERN TIME, May 20, 2020:

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.

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.

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 approximately 400 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.