**Section 553.30 Formal Hearing Officer Qualifications**

a) Every hearing officer presiding over formal hearings must meet the following educational and/or experience requirements:

1) The completion of four (4) years of college, preferably with courses in pre-law, psychology, communications, counseling or legal studies, at an accredited institution resulting in graduation and the receipt of a diploma; or

2) The completion of three (3) years of paraprofessional or technical experience in dealing with laws, rules and regulations pertaining to driving privileges.

b) Every hearing officer presiding over formal hearings must possess the following knowledge, skills and abilities:

1) extensive knowledge of the English language, including composition and grammar;

2) working knowledge of the Illinois Vehicle Code and the administrative rules and regulations promulgated by the Department as they relate to the issuance and loss of driving privileges, and where applicable, vehicle title and registration statutes and regulations;

3) working knowledge of standard office practices and procedures;

4) working knowledge of oral and written communications and their application to technical and legal subject matter;

5) working knowledge and understanding of administrative hearings and procedures;

6) working knowledge of the effects of alcohol and other drugs on an individual's ability to operate a motor vehicle;

7) working knowledge of substance abuse problems, including alcoholism and other drug dependency, as well as the generally recognized approaches that are utilized to address such problems;

8) ability to deal tactfully with the general public, attorneys, and service providers;

9) ability to prepare organized and concise written material utilizing technical and legal terminology;

10) ability to analyze and interpret laws, rules and policies and logically apply them to cases under review;

11) ability to conduct formal hearings and obtain and analyze necessary evidence;

12) an elementary knowledge of the law of evidence;

13) possession of a valid Illinois driver's license.

c) Every member of the board who serves on the hearing committee at a formal medical hearing must be licensed to practice medicine in all its branches in the State of Illinois.