**Section 553.40 Informal Hearing Officer Qualifications**

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

1) Possess the knowledge, skill and mental development equivalent to the completion of two (2) years of college, preferably with courses in public administration, business administration, communications, counseling; or

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

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

1) working 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 withdrawal of driving privileges;

3) working knowledge of standard office practices and procedures;

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

5) 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;

6) ability to effectively communicate technical information both orally and in writing;

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

8) ability to prepare concise and factual reports on informal hearing findings;

9) ability to conduct informal hearings and obtain and analyze necessary information;

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