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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 002

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CLARKSBURG OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
UNDER GENERAL SUPERVISION WILL PERFORM AT ADVANCED
LEVEL WORK OF RECEIVING, REVIEWING AND ASSIGNING
CASES RECEIVED, FROM VARIOUS FEDERAL SOCIAL
SECURITY ADMINISTRATION OFFICES TO DDS
ADJUDICATIVE STAFF, AS WELL AS DISPATCHING CASES.
THIS INDIVIDUAL WILL ALSO SCHEDULE CONSULTATIVE
EXAMINATIONS AS NEEDED. THIS INDIVIDUAL WILL
PERFORM MULTI-STEP COMPLICATED CLERICAL TASKS.
REVIEWS COMPLETENESS AND APPROPRIATENESS OF CASES
AND MAKES DETERMINATIONS WHETHER CASES ARE TO BE
ACCEPTED BY DDS. REVIEWS AND PROCESSES
ACCOMPANYING ROUTING FORMS AND AUTHORIZATIONS
FOR RELEASE OF INFORMATION; PRE-SCREENS ALL CASE
RECEIPTS AND SEPARATES HIGH-PRIORITY CASES FOR
SPECIAL HANDLING. REVIEWS PAPER DOCUMENTS
ACCOMPANYING ELECTRONIC CASES AND ENTERS THIS INTO
THE ELECTRONIC CASE. SCREENS ALL CASE RECEIPTS TO
VERIFY CORRECT ELECTRONIC TRANSMISSION, MAINTAINS
A CLAIMS RECEIPT QUEUE FOR CASES ROUTED FROM
FEDERAL LOCATIONS, PROPAGATES ALL RECEIPT
INFORMATION TO THE NATIONAL DDS AND INTO THE
ELECTRONIC CASE FILE, ASSIGNS DDS CASE NUMBERS
TO ALL CASE RECEIPTS FOR TRACKING PURPOSES AND
ENTERS ALL DATA INTO THE DDS OPERATING SYSTEM.
ASSIGNS SPECIAL HIGH-PRIORITY CASES, COMMUNICATES
ELECTRONICALLY AND BY PHONE WITH OTHER SOCIAL
SECURITY ADMINISTRATION COMPONENTS TO RESOLVE
ISSUES. REVIEWS ALL DISABILITY FORMS COMPLETION
FOR ACCURACY PRIOR TO DISPATCHING CLAIMS, PROVIDES
TECHNICAL ADVICE AND TRAINING TO ADJUDICATIVE
STAFF. RESPONSIBLE FOR TIMELY AND CORRECT SYSTEM
INPUT FOR PRESUMPTIVE DISABILITY DECISIONAL
INFORMATION, INPUTS MEDICAL HOLD ACTIONS.
ASSEMBLES AND INPUTS ALL CLOSURE INFORMATION FOR

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ALL CASES. MONITORS ALERTS TO INSURE THAT CASES ARE FORWARDED TO CORRECT COMPONENTS. MAINTAINS AND ACCESSES CASE CLOSURE QUEUE AND INPUTS DATA ON ELECTRONIC CASES. INSURES THAT ALL CASES CLEAR ON FEDERAL AND STATE SYSTEMS. AUDITS AND ASSEMBLES PERSONALIZED DENIAL NOTICES TO CASES AND PLACES APPROPRIATE ROUTING ON EACH CASE. DAILY RUNS A REPORT OF CASES ROUTED FOR QUALITY REVIEW. REVIEWS AND RESOLVES REJECTS AND ALERTS DAILY, ASSEMBLES AND MAILES PERSONALIZED DENIAL NOTICES TO CLAIMANTS AND MAILES PAPER CASES AND PRIOR FOLDERS TO APPROPRIATE DESTINATIONS. OTHER OFFICE DUTIES WILL BE PERFORMED AS REQUIRED. THE SCHEDULER IS RESPONSIBLE FOR SCHEDULING CLAIMANTS FOR A WIDE VARIETY OF MEDICAL APPOINTMENTS STATEWIDE AS WELL AS WITH OUT-OF-STATE CONSULTATIVE EXAM (CE) PROVIDERS. ASSEMBLE APPOINTMENT LETTERS, CLAIMANTS SATISFACTION SURVEYS, MEDICAL RECORDS, AUTHORIZATIONS, INVOICES AND/OR PHYSICIAN ORDERS. DAILY CORRESPONDENCE WITH CE PROVIDERS TO VERIFY WHETHER CLAIMANT KEPT OR BROKE APPOINTMENT AND ENTERING THE RESPONSE INTO THE ELECTRONIC OPERATING SYSTEM, DAILY CORRESPONDENCE WITH CE PROVIDERS, DDS EXAMINERS, MEDICAL CONSULTANTS AND/OR PROFESSIONAL RELATIONS STAFF TO ADDRESS AND RESOLVE VARIOUS ISSUES; ROUTINE MEETINGS WITH PROFESSIONAL RELATIONS STAFF TO MAINTAIN KNOWLEDGE OF ANY POLICY CHANGES, ISSUES OR COMMENTS THAT NEED TO BE ADDRESSED. **PROMOTIONAL ONLY - TO BE FILLED FROM WITHIN DDS ONLY.**

"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

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REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING
ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED
EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: OCTOBER 04, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. AARON JOHNSON
REHAB SERVICES 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17055 ON APPLICATION