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OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
DDS CHARLESTON OFFICE  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: \*\*\*\*\*INTERNAL POSTING ONLY\*\*\*\*\*  
CHARLESTON DDS IS RECRUITING TO FILL ONE OA III VACANCY. UNDER GENERAL SUPERVISION WILL PERFORM AS BACKUP 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 SERVE AS BACKUP FOR SCHEDULING 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

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INFORMATION, INPUTS MEDICAL HOLD ACTIONS. ASSEMBLES AND INPUTS ALL CLOSURE INFORMATION FOR ALL CASES. MONITORS ALERTS TO ENSURE THAT CASES ARE FORWARDED TO CORRECT COMPONENTS. MAINTAINS AND ACCESSES CASE CLOSURE QUEUE AND INPUTS DATA ON ELECTRONIC CASES. ENSURES 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. INDIVIDUAL MAY FUNCTION AS A LEAD WORKER FOR OTHER CLERICAL POSITIONS. 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 CONSULTATIVE EXAM PROVIDERS, DDS EXAMINERS, MEDICAL CONSULTANTS AND/OR PRO STAFF TO ADDRESS AND RESOLVE VARIOUS ISSUES; ROUTINE MEETINGS WITH PRO STAFF TO MAINTAIN KNOWLEDGE OF ANY POLICY CHANGES, ISSUES OR COMMENTS THAT NEED TO BE ADDRESSED. THIS POSITION MAY BE FILLED ONLY BY PROMOTION FROM WITHIN THE DDS.

"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

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OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

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: MAY 26, 2018

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. TERRY W. BLAIR  
DIVISION OF REHABILITATION SERVICES  
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS1818 ON APPLICATION