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DISABILITY EVALUATION SPECIALIST, TRAINEE  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF COMMERCE  
DIVISION OF REHABILITATION SERVICES  
DDS CLARKSBURG OFFICE  
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE DISABILITY DETERMINATION SECTION IS RECRUITING TWO DISABILITY EVALUATION SPECIALIST TRAINEES IN THE CLARKSBURG OFFICE. THE DISABILITY EVALUATION SPECIALIST (DES) WILL BE RESPONSIBLE FOR PROCESSING INITIAL SOCIAL SECURITY DISABILITY APPLICATIONS. THIS INDIVIDUAL WILL REVIEW CLAIMS RECEIVED FROM THE SSA FIELD OFFICES, DETERMINE WHAT THE CLAIMANTS' MEDICAL ALLEGATIONS ARE, AND WHAT EVIDENCE IS NEEDED TO PROCESS THE CLAIMS. HE/SHE WILL REQUEST MEDICAL EVIDENCE AND OTHER INFORMATION FROM PHYSICIANS, HOSPITALS, GOVERNMENT AGENCIES, STATE AGENCIES, VA HOSPITALS, SCHOOLS, ETC. THIS INFORMATION IS REQUESTED BY LETTER AND/OR TELEPHONE AND FOLLOW-UPS ARE DONE IF INFORMATION IS NOT RECEIVED. THE INCUMBENT WILL FREQUENTLY USE THE TELEPHONE TO OBTAIN INFORMATION FROM CLAIMANTS AND SOLICIT OR CLARIFY MEDICAL EVIDENCE. IF NECESSARY, HE/SHE WILL SCHEDULE CONSULTATIVE EXAMINATIONS FOR CLAIMANTS. THE INDIVIDUAL WILL REVIEW AND EVALUATE ALL THE MEDICAL EVIDENCE RECEIVED, ALONG WITH MEDICAL CONSULTANT STAFF TO DETERMINE IF DOCUMENTATION IS COMPLETE, TO MAKE A DECISION. THE DES CONSIDERS ALL THE NON-MEDICAL EVIDENCE , AND THE MEDICAL CONSULTANT STAFF ASSESSMENT, TO ADJUDICATE THE CLAIM. HE/SHE WILL PERFORM THE RELATED WORK, AS REQUIRED, AND PARTICIPATE IN TRAINING CLASSES, AS NECESSARY. "AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WILL BE COMPLETED, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THIS INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING

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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."

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: OCTOBER 15, 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 RS1914 ON APPLICATION