DATE: FEBRUARY 21, 2020
RS2033
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DISABILITY EVALUATION SPECIALIST, TRAINEE
CLASSIFIED POSITION VACANCIES 008

LOCATION:
DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE:
DAY SHIFT
UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:
1.00

DUTIES:
THE DISABILITY DETERMINATION SECTION IS RECRUITING FOR EIGHT DISABILITY EVALUATION SPECIALIST TRAINEES (DEST) IN THE CHARLESTON OFFICE. THE DEST WILL BE RESPONSIBLE FOR PROCESSING INITIAL SOCIAL SECURITY DISABILITY APPLICATIONS. THIS INDIVIDUAL WILL REVIEW CLAIMS RECEIVED FROM THE SSA FIELD OFFICE, 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. THIS INDIVIDUAL WILL REVIEW AND EVALUATE ALL THE MEDICAL EVIDENCE RECEIVED, WITH MEDICAL CONSULTANT STAFF, TO DETERMINE IF DOCUMENTATION IS COMPLETE TO MAKE A DECISION. THE DEST CONSIDERS ALL THE NON-MEDICAL EVIDENCE AND THE MEDICAL CONSULTANT STAFF ASSESSMENT TO ADJUDICATE THE CLAIM. HE/SHE WILL PERFORM 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 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.*
PN 0932P00534; 0932P00533; 0932P00485; 0932P00565
0932P00569;0932P00436; 0932P00461; 0932P00431

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

SALARY: PAY GRADE 013 $29,396.04 - $54,381.96

DEADLINE: MARCH 02, 2020

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 RS2033 ON APPLICATION