

DATE: MAY 28, 2020

RS2043

PAGE: 1

DISABILITY EVALUATION SPECIALIST, TRAINEE
CLASSIFIED POSITION VACANCIES 006

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 DIABILITY DETERMINATION SECTION IS RECRUITING FOR 6 DISABILITY EVALUATION SPECIALIST TRAINEES IN THE CLARKSBURG DDS OFFICE. THE DISABILITY EVALUATION SPECIALIST TRAINEES WILL BE RESPONSIBLE FOR PROCESSING INITIAL SOCIAL SECURITY DISABILITY APPLICATIONS. THIS INDIVIDUAL WILL REVIEW CLAIMS RECEIVED FROM 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 SREQUESTED 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 DISABILITY EVALUATION SPECIALIST TRAINEE CONSIDERS ALL THE NON-MEDICAL EVIDENCE AND THE MEDICAL CONSULTANT STAFF ASSESMENT TO ADJUDICATE THE CLAIM. HE/SHE WILL PERFORM RELATED WORK AS REQUIRED AND PARTICIPATE IN TRAINING CLASSES AS NECESSARY.
0932P00617, 0932P00641. 0932P00643, 0932P00646, 0932P00649 & 0932P00651

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

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

DATE: MAY 28, 2020
RS2043
PAGE: 2

DEADLINE: JUNE 07, 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 RS2043 ON APPLICATION