

Nebraska Department of Education
Classification Specification
Established: 8/03 Revised: 6/14

Job Code: EDB501/EDR501/EDO501
Paygrade: 42

DDS Adjudicator Trainee

Purpose of Class: Learns the basic duties and responsibilities of the disability adjudicator position; involves training in the procedures for obtaining medical, psychological, and vocational evidence required to determine eligibility for disability benefits under Social Security programs as well as training in the policies of the Social Security Administration (SSA) for evaluating evidence and in methods utilized to make eligibility determinations.

Distinguishing Characteristics

Level: First in a series of four

Work Direction Received: Works under close/general supervision

Direction of Others: None

Scope/Nature of Discretion: Limited discretion; performs duties and exercises some independence within well-defined boundaries

Examples of Duties

Receives extensive formal in-service training and works under the supervision of a Disability Determination Section (DDS) unit director as well as an experienced adjudicator.

Reviews incoming cases to determine the type and amount of documentary evidence necessary for adjudication of cases.

Performs clerical duties relative to incoming cases; places incoming mail within files; obtains/copies release forms; sorts outgoing mail to be sent; notes receipt of consultative exams; forwards billing as required.

As a trainee, reads, assesses, and files evidence including medical reports, activities of daily living (ADL), vocational reports by the claimant, and third party information including ADL and work performance reports.

As a trainee, evaluates all documentary evidence in case files in accordance with program standards.

Prepares preliminary written analyses of cases to support medical decisions; prepares related paperwork required for claim adjudication, including decisional documents and referrals to appropriate state/community based agencies.

Participates in continuing training regarding updates on the latest administrative policies, procedures, and legislative directives.

Minimum Qualifications

Bachelor's degree. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software applications necessary to carry out job responsibilities
- Types and uses of office equipment
- Office management principles, methods, and procedures

Abilities

- Communicate orally and in writing and follow oral and written instructions
- Read and interpret written instruction, including manuals and documents
- Establish and maintain effective working relationships with other employees
- Maintain and organize information within prescribed systems and procedures
- Handle confidential and sensitive information appropriately
- Acquire, comprehend, assimilate, and apply concepts and processes necessary to disability evaluation
- Operate office equipment, including computer, as needed to perform required duties
- Interact with claimants, their representatives, members of the medical community, and other employees courteously and tactfully
- Progressively move from working under close supervision and assistance to independent completion of the work tasks