

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

Job Code: EDB502/EDR502/EDO502
Paygrade: 43

DDS Adjudicator I

Purpose of Class: Accumulates and evaluates medical, psychological, and vocational evidence needed to determine initial eligibility for disability benefits under Social Security programs; determines eligibility for initial and continuing disability claims in accordance with federal/state regulations.

Distinguishing Characteristics

Level: Second in a series of four

Work Direction Received: Works under general supervision

Direction of Others: None

Scope/Nature of Discretion: Limited/General discretion; performs duties with some/moderate opportunity to exercise independence within broadly-defined procedures

Examples of Duties

Receives additional formal in-service training and works under the supervision of a unit director as well as an experienced adjudicator.

Reviews incoming cases to determine the type and amount of documentary evidence necessary for the adjudication of cases; prepares requests to physicians, clinics, hospitals, and other sources of evidence of record that may have probative value in determining eligibility for benefits; maintains continuing contact with sources of evidence to ensure the completeness and timeliness of responses.

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.

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, in order to determine adequacy of evidence and the need for additional information.

Evaluates all documentary evidence in case files in accordance with program standards and, when necessary, consults with agency medical professionals to determine the severity and duration of the impairment, the claimant's residual functional capacity, and the future opportunity to engage in work activity; makes and records the decision of allowance or denial.

Examples of Duties (continued)

Prepares written analysis 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.

Reviews each case for potential to benefit from a referral to Vocational Rehabilitation Services; identifies the medical evidence which will be helpful to a rehabilitation specialist in providing services

Contacts claimants as needed to secure additional information needed for the documentation and adjudication of claims; gathers information regarding past work, possible other impairments, and updated sources.

Minimum Qualifications

One year as a DDS Adjudicator Trainee, including meeting established accuracy, speed, and case production criteria or one year of work experience as an adjudicator in a DDS setting in another state may count toward the one-year trainee requirement.

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software applications to perform required duties
- Types and uses of office equipment
- Office management principles, methods, and procedures
- Commonly used governmental/agency terminology
- Examiner letters and forms used by agency
- Case development by examiners and process by which evidence is collected to support disability claims
- General requirements for obtaining/maintaining medical records
- Medical terminology and knowledge of diseases
- SSA terminology and data used in determining eligibility

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, to perform required duties
- Interact with claimants, their representatives, members of the medical community, and other employees courteously and tactfully