

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

Job Code: EDB504/EDR504/EDO504  
Paygrade: 46

## **DDS Adjudicator III**

**Purpose of Class:** As a fully functioning adjudicator, accumulates and evaluates medical, psychological, and vocational evidence needed to determine eligibility for disability benefits under Social Security Programs; determines eligibility for initial, reconsideration, and continuing disability claims in accordance with federal/state regulations.

### **Distinguishing Characteristics**

**Level:** Fourth in a series of four

**Work Direction Received:** Works under limited supervision

**Direction of Others:** Guides/Oversees; may lead in providing work direction

**Scope/Nature of Discretion:** General/Delegated discretion; performs duties with a moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions

### **Examples of Duties**

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

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 decisions of allowance or denial; prepares written technical reports to support the case decision; prepares written notices to claimants explaining the rationale for the unfavorable decision.

### **Examples of Duties (continued)**

Contacts claimants to secure additional information necessary for documentation and adjudication of claims; gathers information regarding past work, possible other impairments, and updated sources; contacts third parties, employers, attorneys to request information regarding additional medical and work-related information relevant to claimant; answers telephone calls from claimants, medical sources, and schools; prepares necessary correspondence.

Determines the need for purchase of special consultative examinations; initiates accounting procedures necessary for these expenditures; approves payment after reviewing reports to ensure that all billed services were provided.

May be assigned any and all tasks necessary to disability evaluation, including reconsideration cases, continuing disability investigations, due process, vocational analyses, and case consultations, as well as special staff functions.

May assume work direction responsibilities in the absence of the supervisor; may act as a case consultant and/or a mentor for less experienced adjudicators.

Discusses how to proceed with difficult cases involving multiple technical and medical issues with supervisor/medical consultants; summarizes information to aid physician/psychologist review of the case.

Analyzes information received for consistency with federal documentation requirements; compiles and compares information as part of the analysis and decides on the quality and sufficiency of information; evaluates evidence to determine the capacity to work; prepares capacity assessments based on evidence.

Acts as a consultant to supervisor, DDS Program Administrator, and occasionally to officials of the SSA Regional Office, regarding DDS policy and procedures; assists supervisor in orientation and training of entry level adjudicators; acts as a consultant to lower-level adjudicators; may participate in special projects involving resolution of complex problems in eligibility determinations.

### **Minimum Qualifications**

Two years as a DDS Adjudicator II, including meeting established accuracy, speed, and case production criteria. Five years of work experience as an adjudicator in a DDS setting in another state may count toward the DDS Adjudicator work experience requirement.

### **Knowledge and Abilities**

#### Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software applications necessary to perform required duties
- Types and uses of office equipment
- Office management principles, methods, and procedures
- Commonly used governmental/agency terminology

Knowledge (continued)

- 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
- Requirements of the disability program and SSA case processing procedures
- Activities and responsibilities of medical consultant staff
- Knowledge of supervisory policies 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 as needed to perform required duties
- Interact with claimants, their representatives, members of the medical community, and other employees courteously and tactfully
- Work with increasing independence in decision making
- Provide work direction and guidance to others