



## **DAS-Adjudicator I (Stone Mountain)-Job Number: LEG00Z3**

**Job Posting: Ongoing**

**Primary Location: US-GA-DeKalb**

**Number of Openings: 100 +**

**Shift: Day Job**

**Advertised Salary: \$33,000.00**

[https://ga.taleo.net/careersection/ga\\_external/jobdetail.ftl?job=LEG00Z3&tz=GMT-04%3A00&tzname=](https://ga.taleo.net/careersection/ga_external/jobdetail.ftl?job=LEG00Z3&tz=GMT-04%3A00&tzname=)

### **Description:**

#### **Principal Duties & Responsibilities:**

Under general supervision provides professional adjudication of Social Security Administration disability claims. Develops and adjudicates decisions for initial claims for Social Security and/or Supplemental Security Income disability benefits in accordance with federal and state laws, regulations, policies and procedures. Defines the scope of information pertinent to and supporting the application for benefits and develops a strategy to obtain that information. Reads and analyzes medical information and evidence received, compares objective medical findings from differing medical sources. Applies judgment to ascertain the existence, nature, and severity of the impairment or impairments. Evaluates statements, claims and evidence for sufficiency, consistency, validity and credibility. Researches medical and vocational issues through the use of written policy and instructional material or consults medical, vocational or other specialists concerning specific issues of the claim. Determines eligibility for disability benefits by preparing a formal determination including completion of forms and an explanation of the determination. Determines the type of documents necessary to support a decision. Using a legal framework establishes pertinent findings of fact and uses those to rationalize and explain disability decisions. Incorporates new material and updates knowledge of program standards as a result of reading, feedback and training.

- Review initial claims and applications
- Request additional information from applicant and review data to see if it fits within the scope of the disability program
- Analyze data including diagnostic and assessment tests
- Contact doctors, psychologists, and other health care professionals to obtain information

- Evaluate occupational information to assess claimants' work potential; explain program eligibility and interpret medical and vocational information
- Compose technical explanations of decisions
- Keep current on changes in federal rules and regulations

### **Qualifications and Skills:**

#### ***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

Bachelor degree in a related area from an accredited college or university **OR** Two years of experience interpreting and applying laws regarding program eligibility.

#### ***PREFERRED EDUCATION AND EXPERIENCE:***

*Preference will be given to applicants who possess one or more of the items below:*

- Bachelor's degree from an accredited college or university **OR**
- A combination of college education and professional experience working with disability, medical, or insurance claims adjudication or investigation, health care, unemployment, workers compensation, social services, or related.
- Bilingual/fluent in speaking, reading and writing a foreign language, especially Spanish

### **Successful Competencies:**

**Accountability** - Being accountable and passing on accountability for one's own actions.

Adheres to deadlines and appointments; Transparent when he/she anticipates problems or errors; Delivers work on time and as agreed; Takes responsibility for mistakes.

**Critical Thinking** - Ability to identify an issue, dilemma, or problem; Frame it as a specific question; Explore and evaluate information relevant to the question; and Integrate the information into development of a resolution. Uses knowledge, comprehension, application, analysis, synthesis, and evaluation as steps in this process.

**Judgment and Decision Making** - Ability to make active decisions. Makes decisions authoritatively and wisely, after adequately contemplating various available courses of action; Considers alternative available actions, resources, and constraints before selecting a method for accomplishing a task or project; Refrains from "jumping to conclusions" based on no, or minimal, evidence; Takes time to collect facts before decision-making; Considers the long-term as well as immediate short-term outcomes and actions; Recognizes when to escalate appropriate or specific situations to the next higher level of expertise.

**Focus on Quality** - Setting high quality standards and striving for continuous improvement and quality assurance.

**Initiative** - Ability to recognize and create opportunities and to act accordingly. Adopts a proactive attitude as opposed to waiting to be asked; Creates and uses opportunities.

**Problem Solving/Analysis** - Ability to detect problems, recognize important information, and link various data; Trace potential causes and look for relevant details; Distinguishes essentials from side-issues; Works and thinks at a level appropriate to his/her position; Sees connections between different problems; Not satisfied with incomplete information; Wants to find out more.

**Working Conditions:**

Incumbents working in this job perform duties in an office setting. This is a 40-hour workweek requirement. The position involves managing a high volume workload and demands a high level of accuracy while working with short deadlines affecting a claimant population in need of monetary and medical assistance. Regular attendance is an important part of being successful in this position. Work is performed in an office environment. Strong computer skills are needed due to ongoing changes to applications that affect the way the work is performed.

**Background Check Information:**

As a condition of employment with Georgia Vocational Rehabilitation Agency, you must successfully complete a mandatory federal and national background check, Pre-employment testing, and additional checks required for your job. In addition, employment with DAS is contingent upon meeting the requirements of Homeland Security Presidential Directive-12.

**AAP/EEO Statement**

GVRA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**GVRA**

The Georgia Vocational Rehabilitation Agency operates five integrated and interdependent statutory programs that share a primary goal - to help people with disabilities to become fully productive members of society by achieving independence and meaningful employment. Our programs impact both employers and job seekers. Our bottom line is to tailor our services to fit your needs. And our promise to you is consistent professional service with responsive and responsible follow-up.