

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**DISABILITY CLAIMS ADJUDICATOR TRAINEE - 12539** Monthly Salary Range: \$3498 - \$5063

No Option – Regular Test

SS Option – Spanish Speaking

General duties: Under immediate supervision for a period of twelve to eighteen months, receives intensive formal and informal classroom training in State and Federal procedures and policies as they relate to the documentation and determination of eligibility of applicants for disability insurance benefits under the provisions of the Social Security Act; receives training in the legal, medical and procedural aspects necessary for case adjudication.

Minimum training and experience:

Possession of a bachelor's degree **OR** current valid licensure as a Registered Nurse in the State of Illinois, plus three years of professional registered nursing experience.

Knowledges Tested: Reading & Analytical Skills; Written Communication; Interpersonal Relations; Personal Computer Usage

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

**CHICAGO:** James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:  
Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.

**SPRINGFIELD:** Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

BY APPOINTMENT ONLY:

**CHAMPAIGN:** State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

**MARION:** State Regional Office Bldg., 2309 West Main Street, Suite 126., Telephone 618/993-7005

**ROCKFORD:** E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

Effective 7-22-02, (RC-062-13B); Salary 4-1-16; Counties updated 2-19-10; Test Method Changed 5-14-12  
Notice Re: Location Preference 6-14-13; Language updated 7/12/19

Option SS--Spanish Speaking: At the time of the job interview, the eligible candidate will be required to demonstrate the ability to understand and fluently speak Spanish and English. Failure to exhibit this ability will result in disqualification for this option.

County in which positions are established: Sangamon.

(SS) Indicates Spanish Speaking Option is also established in that county.

**IMPORTANT**: Your county location preference(s) for this title **must** be recorded on your application! Even though county preference information is indicated by the applicant during testing, this information is **not** automatically transferred to the applicant's grade record. If there is no county preference stated on the application, the applicant's county of residence will be indicated as a location preference.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.