

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

DISABILITY CLAIMS ADJUDICATOR TRAINEE

POSITION CODE: 12539  
Effective: 6-16-02

DISTINGUISHING FEATURES OF WORK:

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.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training from the professional training staff in procedures, methods and techniques required to process disability claims, such as legal framework, and legal process.
2. Receives training from staff physicians/psychologists for familiarization with the program's medical requirements needed for case adjudication including: medical, neurological, musculoskeletal, respiratory, and cardiovascular body systems, etc.
3. Completes training in case analysis, evaluations, and necessary progression for making determinations.
4. Receives field study at hospitals to become familiar with disability diseases, injuries, and types of testing performed.
5. Receives training at a Social Security Field Office regarding the intake process and to develop familiarity with federal procedures and policies relating to disability.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DISABILITY CLAIMS ADJUDICATOR TRAINEE (Continued)

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree, with major courses in medical, premedical, legal, prelegal, nursing, psychology, pharmacy, health, biological sciences, physical sciences, business administration, management, or disability claims adjudication.

OR

Requires current valid licensure as a Registered Nurse in the State of Illinois, plus three years of professional registered nursing experience.

Knowledges, Skills and Abilities

Requires working knowledge of personal computers, keyboard skills, and various PC applications.

Requires the ability to manage and organize a general workload.

Requires the ability to work objectively with case data pertaining to persons having physical or mental disabilities.

Requires the ability to maintain good working relationships with other employees, the medical and legal community, as well as with those who file for disability benefits and their representatives.

Requires the ability to analyze complex factual situations and to clearly and concisely document and organize data.

Requires the ability to write logical rationales and make oral reports upon request.

Requires the ability to understand, interpret and apply complex medical and legal data relating to the disability program.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.