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RS17013
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DISABILITY EVALUATION SPECIALIST, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CLARKSBURG OFFICE
HARRISON KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE DISABILITY DETERMINATION SECTION IS RECRUITING TO FILL ONE SENIOR DISABILITY EVALUTATION SPECIALIST POSITION AND DEPENDING ON THE INDIVIDUAL SELECTED, THIS POSITION WILL BE HOUSED EITHER IN THE CLARKSBURG OR CHARLESTON OFFICE. THIS INDIVIDUAL WILL BE PRIMARILY RESPONSIBLE FOR REVIEWING ALL TYPES OF DISABILITY CLAIMS AT ALL STAGES OF PROCESSING, FROM DEVELOPMENT THROUGH END-OF-LINE REVIEWS. THE QUALITY ASSURANCE SPECIALIST WILL REVIEW PENDING CASES FOR SUBSTANTIVE AND TECHNICAL DEFICIENCIES, REVIEW RETURNS FROM DQB, ANALYZE DATA AND PREPARE REPORTS, PROCESS SPECIAL CASELOADS, IDENTIFY TRAINING NEEDS AND PARTICIPATE IN OTHER CASE-RELATED ACTIVITIES AS WELL. THE QUALITY ASSURANCE SPECIALIST SHOULD HAVE GOOD COMMUNICATION SKILLS AND WILL BE REQUIRED TO INTERACT WITH OPERATIONS STAFF IN BOTH OFFICES TO ENHANCE THE OVERALL QUALITY OF DISABILITY CASEWORK PROCESSES. TRAVEL TO THE CHARLESTON OR CLARKSBURG OFFICE WILL BE REQUIRED ON A LIMITED BASIS.

"THIS POSITION MUST BE FILLED FROM WITHIN THE DDS"
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OF INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

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REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
EXPERIENCE: THREE YEARS OF EXPERIENCE AS A
DISABILITY EVALUATION SPECIALIST.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: APRIL 16, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHARLOTTE STILTNER
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17013 ON APPLICATION