

DISABILITY HEARINGS OFFICER

Nature of Work: Under limited supervision conducts administrative hearings resulting from appeals by claimants involving eligibility for Social Security Disability benefits. May supervise the work of support staff. Performs related work as required.

Examples of Work:

Reviews claim file and summary of evidence prepared by Disability Evaluation Specialist.

Drafts and issues notice of hearing to claimant, agency and other parties at interest setting date, time, location and procedures.

Administers oaths, examines witnesses, and receives testimony and evidence at the hearing; weighs testimony and evidence. Makes rulings relating to the competency, relevancy, and the materiality of evidence and to motions presented at the hearing.

Drafts a final decision regarding the claimant's medical condition and continuation of benefits.

Studies regulations, statutes, legal precedents, procedures and other information.

Travels throughout the state to conduct the hearings.

Orders the gathering of additional evidence as appropriate.

May serve as a resource person to departmental, administrative, and supervisory personnel on the interpretation of laws and regulations and the issues involved in their application.

Knowledge, Skills and Abilities:

Knowledge of the rules of quasi-judicial procedures and the rules of evidence.

Knowledge of Title II and Title XVI of the Social Security Act.

Knowledge of the function, organization and regulations of the Disability Determination Section.

Knowledge of the terminology and standards related to the disability determination process; such as medical or psychology terminology, vocational information and legal terms.

Ability to evaluate evidence against appropriate standards and make decisions based on medical and vocational evidence.

Ability to set forth findings of facts and decisions clearly and concisely in oral and written form.

Ability to formulate work procedures and direct and review the work of a clerical staff.

Ability to work successfully with state administrative officials, local government officials, employers, physicians, claimants and the general public.

DISABILITY HEARINGS OFFICER (CONT'D)

Minimum Qualifications:

TRAINING: Bachelor's degree from an accredited college or university.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience as a disability evaluation specialist.

SUBSTITUTION: Master's degree from an accredited college may be substituted for one year of required experience. A law degree from a regionally or American Bar Association accredited law school may substitute for the required experience.

Established: 10/16/97

Effective: 12/01/97