Immediate Need for Disability Claims Adjudicator Trainees

The Department of Labor and Industry will be hiring up to 45 individuals to fill a training class for the position of Disability Claims Adjudicator Trainee. Positions will be in Harrisburg, Wilkes-Barre, and Greensburg.

Starting Salary: $39,257

Minimum Requirements: A Bachelor’s Degree

How to Apply: This job title will be open for application starting March 19, 2014. You may apply and schedule your exam online at www.scsc.state.pa.us, referencing announcement #2014-029. Application materials can also be obtained by calling the PA State Civil Service Commission at (717) 783-3058.

Questions? For information about these opportunities, please contact the PA Department of Labor and Industry at (717) 787-6374.

Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.
DISABILITY CLAIMS ADJUDICATOR TRAINEE

Employment Opportunities: The Pennsylvania Department of Labor and Industry will be hiring 45 individuals to fill training class locations in Harrisburg, Wilkes-Barre, and Greensburg.

Starting Salary: $39,257

Nature of Work: Attendance in a structured classroom training to learn the rules, regulations, policies, terminology, and procedures used to develop and adjudicate claims for disability benefits under the Social Security Act. After completion of this training, trainees will be transferred to a work unit and assigned a caseload of claims for disability benefits. Work will include review of disability claims; obtaining medical, educational, and vocational evidence; analyzing and evaluating medical reports, test results, vocational, and educational histories; and recommendation of the final disposition of the claims.

Requirements

Minimum Requirements: A bachelor’s degree. You may take the test if you have completed 90 or more credit hours and expect to receive a bachelor's degree before the start of your employment. It is anticipated that the next trainee class will be hired before July 1, 2014.

Conditions of Employment: Individuals hired will face a challenging and complex training program and probationary period while learning the laws, regulations, procedures, and skills associated with Social Security disability claims adjudication. This program includes classroom training and testing, as well as on-the-job training. The standards for these jobs are high and demanding.

Below are six employment conditions candidates must be willing to accept in order to be successful in this job.

By submitting an application, candidates indicate willingness to:

- Spend a significant part of the job using the telephone to obtain complex medical information.
- Be subjected to and meet high performance standards prescribed by the Federal Social Security Administration.
- Communication with claimants by telephone and mail to provide effective customer service.
- Attend and successfully complete 10 to 12 weeks of intensive and complex classroom training
- Interact with professionals such as physicians, hospital personnel, and Federal Social Security Administration staff.
- Handle stress created by fluctuating work demands.

To apply and schedule a test go to www.scsc.state.pa.us and reference test announcement #2014-029.

Please note – applications must be received or postmarked by June 28, 2014.