



NEW MEXICO STATE PERSONNEL OFFICE
invites applications for the position of:

Disability Adjudicator Trainee (DVR #10369+)

SALARY: \$14.68 - \$26.11 Hourly
\$30,534.40 - \$54,308.80 Annually

OPENING DATE: 03/13/14

CLOSING DATE: 04/12/14 11:59 PM

DEPARTMENT: Dept of Vocational Rehabilitation

LOCATION: Albuquerque

JOB DESCRIPTION:

IMPORTANT NOTICE:

Text resumes and attached resumes will no longer be reviewed or considered. You are required to include your work experience in the Work Experience Section (click on link for an example) of your NEOGOV application only. If you have previously included work history on a resume (attached or copy and pasted) you must transfer your work history into the Work Experience Section prior to applying.

Purpose of Position:

The adjudicator basic position is the entry level position in the Administrative Law Judge/Adjudicator career ladder. This is a training position. The first year will be spent in formal classroom training and on the job training, learning to follow the policy and regulations of the Social Security Administration. The position requires the individual to utilize educational knowledge and critical thinking skills to request and analyze medical evidence and functional information and to determine whether or not the SSA Disability applicant meets the regulatory requirements for Social Security Disability payments and benefits. The most successful applicants will be goal oriented, have the ability to work independently and efficiently while also learning from constructive feedback, have the ability to analyze medical evidence and functional information and to rationalize their analysis of the information in a written document. The position requires the applicant to work in a production environment while also completing claims in a timely and accurate manner.

For more information or to apply, go to: www.spo.state.nm.us/State_Employment.aspx

THIS JOB POSTING MAY BE USED TO FILL MULTIPLE VACANCIES.

This position is a Pay Band 65.

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.

CLASSIFICATION DESCRIPTION:**Administrative Law Judges, Adjudicator-Basic****MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration, Political Science, Business Administration, Social Services or Labor Relations and two (2) year of experience in conducting administrative hearings, employment placement, claims adjudication and/or investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Employment Requirements:

N/A

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:**Working Conditions:**

Extensive use of computer and VDT. Some lifting, bending, standing, and walking.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Agency Contact Information:

Rebecca Calvert, Director of Operations, (505) 841-5715; Gisele Gonzales, (505) 954-8506.

Link to Agency:

www.dvrgetsjobs.com/Pages/AboutNMDVR.aspx