

DISABILITY HEARINGS OFFICER

KIND OF WORK

Professional administrative hearings work.

NATURE AND PURPOSE

Under limited supervision/procedural control, conducts administrative hearings constituting the first level of appeal for individuals whose disability benefits have ceased and prepares written findings based on evidence presented; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work samples given, nor does the list include all that may be assigned.)

Administers the disability hearings process to protect claimants' appeal and due process rights by:

- ensuring hearings are scheduled within prescribed time frames and all necessary parties are properly notified of hearing dates; and
- providing to claimants and/or their representatives information regarding appeal process, claimants' rights, and due process laws.

Conducts evidentiary hearings to satisfy all appeal rights and due process requirements under Title II and Title XVI of the Social Security Act by:

- reviewing the disability record and summary of evidence prior to the hearing;
- identifying all issues to be considered including program, medical, and vocational factors; and
- by questioning witnesses to appraise their credibility and resolve evidence conflicts.

Assesses need for new and/or additional evidence to perfect the record and resolve evidentiary conflicts by:

- reviewing information obtained in hearings; and
- recommending cases to supervisor for additional development by the Disability Determination Services Unit.

Determines whether claimants' disability benefits should be continued by:

- considering all evidence and findings fully and impartially;
- applying all social security regulations, policies, and rulings properly; and
- preparing clear and concise written decisions within proper time frames.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Social Security Act rules and regulations and due process laws sufficient to conduct hearings satisfying all legal appeal rights and requirements.

Medical, legal, vocational, and program terminology sufficient to evaluate disability reports and records.

Ability to:

Communicate precisely and effectively with all parties to a hearing, hearing supervisor, and Disability Determination Services Unit staff.

Research and analyze factual issues and summarize data, conclusions, and rationale into written reports.

Plan and organize work to prepare for hearings and to meet decision-making deadlines.

Mediate and facilitate the resolution of conflicting evidence.

Est.: 5/84
Rev.:

T.C.:
Former Title(s):