



Disability Determinations Services (DDS) will be hiring soon!

WHAT IS DISABILITY DETERMINATIONS SERVICES?

Social Security disability claims are initially processed through a network of local Social Security Administration Field Offices and state agencies (usually called Disability Determination Services or DDS). The DDSs, which are fully funded by the federal government, are state agencies responsible for developing medical evidence and making the initial determination on whether or not a claimant is disabled or blind under the law. In Louisiana, DDS is under the parent-agency Department of Children and Family Services, DCFS. We have offices in Shreveport, Baton Rouge, and New Orleans.

DUTIES OF A DISABILITY DETERMINATIONS EXAMINER-1 INCLUDE:

- ❖ Managing a caseload of 100-130 claims, including initiating 10-15 new claims each week
- ❖ Closely monitoring and following-up on claims to ensure timely action
- ❖ Analyzing legal and programmatic issues
- ❖ Following social Security Administration policies to process claims
- ❖ Rationalizing decisions

STARTING SALARY FOR A DDE - 1: \$17.56/hour TO START (\$36,524.80/year)

WE OFFER:

- Competitive pay
- Paid holiday, sick, and vacation leave
- Health and Life Insurance
- Opportunity for advancement
- Telework and flexible work schedules
- Retirement Plan(s)

HOW TO APPLY: Apply through the Civil Service website located at www.civilservice.louisiana.gov. Select the Job Seeker Tab > Current Job Opportunities Tab > then type in Disability Determinations Examiner. Current vacancy announcements for this job title will be displayed and you will follow the instructions in the announcement to apply online.

BASIC QUALIFICATIONS:

- A baccalaureate degree; 6 years of full-time work experience; or a combination of college and work experience.
- Passage of a drug screen and a federal background check