

DISABILITY CLAIMS EXAMINER 1*

DDS Staff

Job Location:

Davidson County (REMOTE)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by September 21, 2026.

About Position:

Disability Claims Examiner 1 performs disability determination work of average difficulty. An employee in this class is responsible for learning to determine adult medical eligibility for Social Security Disability, Supplemental Security Income or Medicaid benefits for initial claims in accordance with federal Social Security Administration guidelines. This classification performs responsibilities under direct supervision at the learning level. This class differs from the Disability Claims Examiner 2 in that an incumbent of the latter functions at the working level.

*An applicant appointed to this classification will be reclassified to a Disability Claims Examiner 2 after successful completion of a mandatory two-year training period; 'unacceptable' or 'needs improvement' performance ratings during the training period will result in automatic demotion or termination.

Responsibilities:

- Determines adult and child medical eligibility for Social Security Disability, Supplemental Security Income or Medicaid benefits using medical, psychiatric, vocational, and educational data for initial and reconsideration claims in accordance with federal Social Security Administration (SSA) guidelines.
- Routinely conducts telephone interviews with claimants and others to obtain and/or clarify information on applications. Determines jurisdiction and proper timeframe for requests of claimant records and obtains records from relevant treatment sources.
- Independently reviews and analyzes applications, medical assessments, medical records, and vocational assessments as needed for initial and reconsideration claims. Reviews prior decisions for accuracy and development of evidence and examines new allegations or evidence, redetermines medical eligibility, and issues reconsideration decisions.
- Documents case notes, appointments, and general correspondence for review and adjudication. Organizes and enters claimant documentary evidence and claim decisions into an electronic case management folder.

- Assesses claimant's medical conditions to identify impairments, onset issues, and limitations by reviewing medical records, statements, and other pertinent information to prepare a medical assessment.
- Routinely confers with internal medical consultants and various other subject matter experts to ensure all aspects of disability claims are in accordance with federal guidelines. Selects, composes, and sends proper federal disability determination notices to claimants explaining medical and vocational decision issues to claimants and authorized representatives.
- Schedules/reschedules consultative examination appointments for claimants and notifies claimants, third parties, attorneys of appointment time and date, and documents reasons for any missed exams. Authorizes payments for examinations and claimant travel.
- Reviews claimant's work history to determine if claimant's past work description is adequate and contacts claimant by phone if additional work history is needed. Identifies and analyzes claimant's past relevant work by researching jobs and earnings reported to SSA and compares the claimant's residual capacity with the functional requirements of the claimant's past and other work.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree.
 - Substitution of Experience for Education: Full-time professional disability claims examination work may be substituted for the required education on a year-for-year basis.
-

Target Range:

The target range for the Disability Claims Examiner 1 position is **\$43,572 - \$54,396**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

TDHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

TDHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

TDHS Values:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions