

ADJUDICATOR

DEFINITION

Highly responsible professional work in conducting quasi-judicial hearings and other investigations for the purpose of obtaining factual information used in rendering decisions with respect to the payment of unemployment Insurance benefits.

An employee in this position is responsible for gathering and interpreting information required in making unbiased and equitable non-monetary determinations of a claimant's eligibility for benefits in accordance with the V.I. Unemployment Insurance Act.

EXAMPLE OF WORK

Conducts quasi-judicial hearings to acquire facts needed to make non-monetary determinations.

Contacts claimants, employers, Employment Service, union business agents or any other required source for information regarding separation suits, availability issues, job referrals and job refusals.

Prepares necessary correspondence regarding the non-monetary determination with the claimant and employer.

Records and maintains a perpetual record of all actions taken for statistical purposes.

Performs related work as required.

Act as assistant office manager and will do duties of Unemployment Insurance claims office manager or Unemployment Insurance manager in their absence.

EDUCATION & REQUIREMENTS

REQUIREMENTS

B.A. degree and two years experience as a lower level claims interviewer in Employment Security one year of which was directly comparable to an Unemployment Interviewer II

OR

High school diploma or its equivalent and four years of experience as a lower level claims interviewer in Employment Security, one year which was directly comparable to an Unemployment Insurance Interviewer II

OR

Successful completion of two years as an Unemployment Interviewer II.

KNOWLEDGES, SKILLS & ABILITIES

Knowledge of the laws, rules and regulations pertaining to Virgin Islands and Federal Unemployment Insurance Programs.

Knowledge of the principles, practices and techniques of claims interviewing, examination, and Adjudication.

Knowledge of the sources of various kinds of occupation and occupation requirements and of local employment practices and working conditions.

Knowledge of current accounting practices of the agency.

Ability to apply the principles and techniques of claims interviewing, examination, and adjudication and investigation to actual work situations.

Ability to understand, interpret and explain laws, rules and regulations.

Ability to obtain, analyze and evaluate facts.

Ability to deal effectively with people, and to establish and maintain effective public relations.

Ability to prepare clear and concise reports.

Ability to organize, direct and review the work of subordinate employees.