

With you through  
life's journey...



# Social Security Is Hiring Now

Social Insurance Specialist  
(Claims Specialist) – Field Office  
Location: \_\_\_\_\_

Claims Specialists (CS) in Field Offices play a vital role delivering Social Security benefits and services to the public, both in-person and over the phone. As a CS, you conduct interviews to obtain, clarify and verify information for initial eligibility for various benefits. In addition, you resolve discrepancies, clarify issues, and make final decisions for initial and post-entitlement benefits and payments; adjudicate entitlement or disallowance actions; and use SSA's computer systems to access and update claims information.

## REQUIREMENTS & QUALIFICATIONS

To qualify, you must be a U.S. citizen and have excellent communication and people skills. We consider additional qualifications such as experience, education, or a combination of experience and education. Visit the link or scan the QR code below to read the qualifications for this position and other entry level positions:

***Entry Level Position Qualifications***



## APPLY TODAY

Send your resume/transcripts  
to:  
\_\_\_\_\_

## Federal Grade Levels & Salaries:

- GS-5: \_\_\_\_\_
- GS-7: \_\_\_\_\_
- GS-9: \_\_\_\_\_
- GS-11: \_\_\_\_\_  
up to \_\_\_\_\_

Get ***Federal Resume Help***



Visit ***SSA.GOV/Careers***



## SALARY & ADVANCEMENT

Entry into these positions is at the GS-5 and GS-7 level with career ladder advancement opportunity within the position to the GS-11 level. Salaries are competitive and include locality adjustments based on the job location. SSA offers promotion opportunities and a wide variety of positions in our numerous offices across the country.

## GREAT BENEFITS:

- Earn 13 paid vacation days a year, then
  - » 20 days a year after 3 years
  - » 26 days a year after 15 years
- Earn 13 paid sick days each year
- 11 paid Federal holidays
- Health benefits including medical, dental, and vision; and access to flexible spending accounts
- Life insurance
- Pension benefits under the Federal Employees Retirement System
- Optional Thrift Savings Plan (similar to a 401K). The government matches your contribution up to 5% of your salary
- Flexible work schedules
- Potential overtime opportunities
- Potential telework opportunities
- Eligibility for the Public Service Student Loan Forgiveness Program

## SALARY INCREASES:

GS positions have salary increases based on the number of years of successful performance. The longer you work for SSA, the more your salary will grow! See **OPM GS Pay Schedules** (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) for more information on GS pay tables and locality pay.

## MAKE A DIFFERENCE IN YOUR COMMUNITY!

Social Security helps people through their life's journey in many ways. You will make a positive difference in the lives of people, from all walks of life, who need help applying for retirement, disability, and other critical benefits and services.

## SOCIAL SECURITY

Email questions to:

See current SSA job vacancies at  
**USAJOBS.GOV**



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## Questions

Call:

\_\_\_\_\_

at: \_\_\_\_\_