

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

INFORMAL APPEALS AGENT

Role Title: Hearing and Legal Services Officer III

Position #00248

Pay Band 6, Level I Hiring Range: \$54,580 - \$72,000

Closing Date: June 23, 2014

Appeals Division. This position is responsible for assigned informal appeals filed by Medicaid service providers under the Commonwealth's Administrative Process Act. The incumbent schedules and conducts conferences with both parties and prepares written draft decisions that are correct and clear in the application of state and federal laws, regulations, and policies within statutory, regulatory, and department time frames. The incumbent also handles occasional formal administrative hearings and related tasks, as the Department's legal representative, under authority granted by the Office of the Attorney General. The successful candidate must have comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Courtroom and/or administrative hearing experience preferred. Must have considerable experience leading and controlling groups of individuals in a hearing, mediation, or similar setting. Requires comprehensive experience interpreting, applying, and analyzing complex laws, regulations, policies, and case law. Must have demonstrated ability to meet strict time frames and prioritize workload. Requires proficiency using PC applications. Prefer professional experience in issues of Medicaid service provider financing, reimbursement or related accounting experience in the field of health care services financing. Prefer advanced degree in health care, finance, business, accounting, or related field. **Virginia law license in good standing is required.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA