

**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.

APPEALS PROGRAM SUPPORT TECHNICIAN SENIOR

Role Title: Administrative and Office Specialist III

Position #00341

Pay Band 3, Level II, Hiring Range: \$24,969 - \$37,960

Closing Date: August 31, 2015

Unique opportunity to join the Department of Medical Assistance Services and assist with the Medicaid appeals process. This position is responsible for performing program and administrative support functions for Hearing Officers, Managers and Division Director in the Appeals Division. The successful candidate must have general clerical experience to include use of organizational skills and responsibility for handling a variety of office tasks. Must have working knowledge of business English and grammar, and generally accepted office and clerical practices. Requires some knowledge of public assistance programs. Must have demonstrated ability to prioritize multiple tasks and manage workflow. Requires demonstrated ability to follow instructions and perform duties with minimal supervision. Must have demonstrated ability to effectively compose, edit and format written communications using the PC and word processing software. Must have excellent customer service skills and experience requesting and/or providing information by telephone and/or written inquiries in a professional environment. Prefer high school graduate with some college coursework in office administration, business administration, or human services field; education/training/experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

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/Content/pgs/ab-emp.aspx>

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

EEO/AA/ADA