

**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.

**PRINCIPAL QUALITY ASSURANCE REVIEWER**

Role Title: Hearing and Legal Services Officer II

Position # 01038

Pay Band 5 Level I - Hiring Range: \$42,614 - \$70,000 per year

**Closing Date: October 11, 2016**

The Appeals Division of the Department of Medical Assistance Services seeks a proven professional to join the Quality Assurance team. This position performs quality assurance reviews of medical and eligibility administrative appeal decisions of varying complexity, identifies issues in appeal decisions, and provides suggestions and solutions to Hearing Officers. While applying checklist guidance on elements of review, this position will engage in analysis and evaluation of facts, evidence, and law in order to ensure legally sound and defensible recommendations and judgments. This position will support a culture shift within the Division through positive relations with coworkers, which supports a collaborative team environment within the Division, and delivers superior work quality and meets increasing expectations. Qualified applicants must have comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Requires demonstrated excellence in legal analysis and legal writing skills, preferably in drafting appeal decisions. Must have demonstrated ability to interpret, apply, and analyze complex laws, regulations, policies, or case law. Must have comprehensive knowledge of legal research methodologies, including computerized legal research. Requires experience independently managing a caseload within established time limits. Must have proven ability to communicate clearly and effectively orally and in writing. Requires proficiency using word processing and other office productivity software applications. Professional experience in administrative law or the health care appeal processes preferred. Graduation from an accredited college or university with major study in law, health care, finance, business, accounting, or related field preferred; graduation from an accredited law school and licensed to practice law by the state of Virginia is preferred.

**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: <https://virginiajobs.peopleadmin.com/>

DMAS: [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

**EEO/AA/ADA**