

**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.

**ADMINISTRATIVE SUPPORT SPECIALIST**

Role Title: Administrative and Office Specialist III

Position # W0221

Pay Band 3 Level I - Hiring Range: \$12.00 - \$20.50 per hour

**HOURLY POSITION – NO STATE BENEFITS**

**Closing Date: December 28, 2015**

Program Integrity Division has an excellent opportunity for an experienced administrative professional to join the team as an Administrative Support Specialist. This unique position establishes and maintains case files in the Oracle database, tracks debt write-offs, handles correspondence, and manages reports. Also provides support to all units within the Program Integrity Division. Applicants must have strong working knowledge of office practices and procedures, business English, and the rules of grammar and punctuation. Requires ability to work in a team as well as independently. Must have demonstrated ability to communicate with the public and all levels of staff in a courteous and professional manner while maintaining confidentiality of complex and sensitive information. Requires demonstrated ability organize large volumes of work, and to track and maintain large volumes of case records and files according to prescribed retention schedules. Must be proficient using word processing, database, and spreadsheet software for the PC. Technical support experience in health or social services or similar program area preferred. High school diploma with some related college coursework in business or office practices or applications preferred. This is an hourly position with no benefits limited to 29 hours per week -1500 hours per year.

**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](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**