

**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 #00244

Pay Band 6, Level I, Hiring Range: \$54,580 - \$75,000

**Closing Date: March 9, 2015**

Appeals Division seeks a qualified candidate to be directly responsible for analyzing and processing requests for Informal Appeals to the Agency, under the Virginia Administrative Process Act. This position prepares written decisions that are correct and clear in the application of state and federal laws, regulations, and policies. Decisions are written within statutory, regulatory, and department time frames. Interested candidates must have comprehensive knowledge of legal research methodologies, including computerized legal research. Requires comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Must have considerable knowledge of acceptable methods of interviewing, controlling small groups, or conducting hearings. Requires experience interpreting, applying, and analyzing complex laws, regulations, policies, or case law. Must have demonstrated experience meeting strict time frames, prioritizing workload, and working effectively as part of a team. Must be proficient using the PC and word processing applications and possess outstanding written and verbal communication abilities. Prefer advanced degree in law, health care, finance, business, accounting, or related field; requires current Virginia law license.

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](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**