

**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.

**EXECUTIVE ASSISTANT**

Role Title: Administrative and Office Specialist III

Position: #W0562

Pay Band 3, Level I Hiring Range: up to \$19.23 per hour

**HOURLY POSITION – NO STATE BENEFITS**

**Closing Date: February 20, 2015**

Exciting opportunity to join fast-paced Information Technology team responsible for managing innovative health care services. The Executive Assistant supports the Chief Information Officer and Information Management staff by coordinating internal meetings and activities as well as external meetings and workgroups. Ideal candidate must have progressive experience supporting senior level managers and technical staff. Must have demonstrated experience performing administrative and office activities. Requires ability to organize and coordinate multiple assignments simultaneously. Requires demonstrated ability to work independently, show initiative, and work as a member of a team. Previous work experience in an Information Management / Information Technology environment within state government and knowledge of state government policies and procedures strongly preferred. Must have demonstrated ability to accurately enter data, prepare reports, track assignments and deadlines, and handle written and telephone inquiries in a professional manner. Requires demonstrated ability to interpret policy, procedures, and regulations. Must be able to develop and edit correspondence, and be proficient using personal computers including word processing, spreadsheet, scheduling, and presentation software applications. Must have demonstrated ability to provide a high level of customer service with diverse populations. High school diploma or equivalent with some college or training in business, word processing and/or office management preferred. **This hourly position is limited to 1500 hours per year/ 29 hours per week.**

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**