

**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.

PARALEGAL

Role Title: Administrative and Office Specialist III

Position # 00842

Pay Band 3, Level III, Hiring Range: \$24,969 - \$39,000

Closing Date: February 16, 2016

Appeals Division has an excellent opportunity for an experienced legal professional to join the team as a Paralegal. This position provides legal assistance and hearing preparation support for Hearing Officers on the Eligibility Team. This incumbent will be relied on to assist Hearing Officers by researching complex federal, state, and local laws, regulations, and policies, assessing whether a denial or termination notice is needed, prepares the appropriate correspondence for the Hearing Officer's review, and other administrative tasks, as needed. The candidate must possess superior organizational skills, excellent attention to detail, solid research skills, and the ability to work efficiently within established deadlines in a high-paced environment. Must have a demonstrated ability to work in a team as well as independently. Requires strong working knowledge of office practices and procedures, business English, and the rules of grammar and punctuation. Must have demonstrated ability to monitor and control procedures, paperwork, scheduling, and maintaining tracking systems, and handle multiple priorities. Must be proficient using technology including office productivity tools such as word processing, spreadsheet, calendaring, and database application software. Requires excellent communications skills with demonstrated ability to communicate effectively, both orally and in writing. Must have proven 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. Degree or certificate in paralegal studies 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

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

EEO/AA/ADA