

**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.

PROGRAM SUPPORT TECHNICIAN, SENIOR

Role Title: Administrative & Office Specialist III

Pay Band 3, Level I Hiring Range: \$24,969 – \$39,500

Position #: 01026

Closing Date: February 29, 2016

The Third Party Liability Unit seeks a self-starter to investigate third party health insurance resources which reduce funds paid by the Department of Medical Assistance Services (DMAS) programs. This position will provide administrative and technical support and will perform a variety of duties including responding to written and telephone inquiries, drafting outgoing letters, and tracking correspondence. Qualified applicants must have clerical support experience with medical office or health claims background. Must have working knowledge of health insurance coverage verification processes. Requires considerable knowledge of office practices, procedures and use of office equipment. Must have demonstrated knowledge of automated and manual filing systems, Standard English grammar, punctuation and usage, and basic computational arithmetic. Requires proficiency with spreadsheets, word processing, and keyboarding. Requires demonstrated ability to interpret and follow rules, regulations and procedures, to independently organize work and perform assigned duties. Must have demonstrated ability to communicate effectively with the public, recipients, outside representatives, and staff. High school diploma or equivalent with some college and training in office procedures 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