

**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.

**THIS IS A RE-ANNOUNCEMENT
CURRENT APPLICANTS ARE UNDER CONSIDERATION**

ADMINISTRATIVE SUPPORT SPECIALIST

Role Title: Administrative and Office Specialist III

Position # W0221

HOURLY POSITION – NO STATE BENEFITS

Pay Band 3 Level I - Hiring Range: \$11.77 - \$19.87 per hour

Closing Date: July 14, 2014

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 and independently. Must have demonstrated ability to communicate with the public and all levels of staff in a courteous and professional manner while maintain confidentiality of complex and sensitive information. Requires demonstrated ability to 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 LIMITED TO 29 HOUR 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 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

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA