



**Job Announcement**  
**Administrative Analyst I-II**  
**December 27, 2018**

The Missouri Medicaid Audit & Compliance (MMAC) Unit is seeking applications for the position of **Administrative Analyst I-II** located in **Cole County**.

**JOB DUTIES:** This position is responsible for various administrative duties pertaining to MMAC's legal counsel. The position receives general supervision from MMAC legal counsel for appeal notices, research for case materials, maintaining case files, document preparation for discovery process, and analyzing the legal impact of proposed legislation. The Administrative Analyst will gather information related to statute/CSR changes, monitor comment periods, and assist making relevant changes, as well as keeping MMAC's policies and procedures updated. The Administrative Analyst will maintain and update legal files in the DLS and MMAC databases. He/she is responsible for communicating with various state agencies in order to update and maintaining the Medicaid Provider Manuals. The position requires proficient writing skills for drafting and editing legal documents, as well as proficiency in word and excel. The candidate must have a basic knowledge of Missouri State rules, regulations, and statutes.

**QUALIFICATIONS:** Four or more years of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. OR Four or more years of technical or professional experience in public or business administration; and possession of a high school diploma or proof of high school equivalency. *(Earned credit hours from an accredited college or university which included credit hours in English, Public or Business Administration, Graphic Arts, or a closely related field may substitute on a year-for-year basis for the stated experience at a rate of 30 earned credit hours for one year.)*

**SALARY RANGE:** \$1,261.67- \$1,303.17 semi-monthly (For DSS employees, current salary will be taken into consideration and you may receive an increase based on the position)

**TO APPLY:** Submit a completed [DSS application, cover letter, resume' and transcript \(if applicable\)](#) to [Dale.Carr@dss.mo.gov](mailto:Dale.Carr@dss.mo.gov)

**RECRUITMENT AREA:** ACCEPTING APPLICATIONS FROM ALL QUALIFIED APPLICANTS

**APPLICATION DEADLINE:** January 11, 2019

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**

