

*State of Connecticut*  
**JOB POSTING**

**State of Connecticut  
The Department of Social Services  
Job Opportunity – Financial Services Division**

**CLAIMS EXAMINER**

**APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR CLAIMS EXAMINER. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.**

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: August 11, 2014**

**Closing Date: August 15, 2014**

**The Department of Social Services is presently accepting applications to fill one (1) Claims Examiner position, Fiscal Division of DSS at the Central Office location.**

**Open To: State Employees currently on the exam list or working within the title**

**Position: Claims Examiner**

**Position No.: 32514**

**Bargaining Unit: Administrative Clerical (NP-3)**

**Hours: Monday through Friday, 40 Hours per week**

**Salary Range: \$45,360 - \$59,318 Annually (CL-16)**

**Location: 55 Farmington Avenue, Hartford, CT 06105**

**Duties and Responsibilities:** The Financial Service Division of the Department of Social Services is seeking to fill one Claims Examiner position within the Convalescent Accounting Unit. This position is responsible for examining documents to ensure that nursing homes have utilized all Medicare and /or insurance benefits, covering room and board for Medicaid clients before initiating payments. Successful candidates should possess excellent problem solving skills and knowledge of arithmetical computations, excellent written and oral skills, and knowledge of record keeping procedures also plays an integral role in this assignment; the ability to interpret Medicare, Medicaid and private insurance policy and federal/state regulations. Preference will be given to candidates with computer system experience and Microsoft Excel.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of relevant state laws and regulations; knowledge of record keeping procedures; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to read, understand and apply laws and regulations; ability to examine and analyze claims.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Four (4) years of experience in financial record keeping, accounting, purchasing, or claims processing.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters to:

Please **mail** your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.**

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY, AUGUST 15, 2014**

**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*