

From: [Pena-Johnson, Priscilla, WCA](#)
To: [WCA-All;](#)
CC:
Subject: Job Vacancy
Date: Monday, April 27, 2009 7:46:57 AM
Attachments:

Job Description

Job Title: MEDICAL SECRETARY -ADVANCED-WORKERS' COMPENSATION
ADMINISTRATION
Job ID: 19619
Location: Albuquerque
Full/Part Time: Full-Time
Regular/Temporary: Regular - PERM for State

Salary

The hourly salary range for this position is \$10.87 minimum to \$19.34 maximum. Pay Band 50. Offered salary is determined based on education and experience qualifications.

Agency Mission & Description

Mission: To assure the quick and efficient delivery of indemnity and medical benefits to injured workers at a reasonable cost to employers.

Purpose of Position

To provide advanced and complex administrative support to the Medical Cost Containment Bureau.

Educational requirements

A High School Diploma or equivalent is required for this position.

Please enter your education level on the education & work experience page of the application even when submitting a resume.

Experience

Three (3) years experience providing administrative support in a healthcare setting to include one (1) year experience in CPT coding and/or medical billing practices is required for this position.

The hiring agency may accept SPO authorized equivalencies for the required education and/or experience fields listed for this position.

Employment Requirements

Must possess and maintain a valid NM Drivers' License. Experience utilizing Microsoft Office Applications is required.

Supplemental Skills/Abilities

One (1) year of experience in workers' compensation is not required to qualify for this position but may be helpful.

Bargaining Unit Position

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Working Environment

Office setting, extensive personal computer, phone and fax use. Daily contact with providers and the general public. Some travel.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] button.
2. Please apply by: May 12, 2009.
3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, P. O. Box 26127, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

Agency contact for this position is: Priscilla Pena-Johnson at 841-6013 or priscilla.pena-johnson@state.nm.us.

If you do not receive an email confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at 476-7777, before the closing of the position being applied for.

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