

Meet the Employer at



The Virginia Employment Commission

Transaction Processing Specialist Opportunities

Responsible for gathering information related to and processing applications for public assistance programs. May perform one or more of the following:

- Reviewing applications submitted, related case information and preparing it for case disposition.
- Determining program eligibility in accordance with current regulations using the computer-based eligibility system.
- Researching questionable information provided by an applicant until satisfactory explanations regarding eligibility status is confirmed.
- Establishing and maintaining multiple case files through regular review and updating.
- Documenting all communications and contacts with clients. Preparing system generated documents necessary to initiate, continue, and/or modify medical assistance.
- Two (2) years of experience performing clerical duties, or One (1) year of experience with responsibility for one or more of the following: determining eligibility for loans, financial assistance, unemployment, veteran's benefits, or publicly or privately financed health counseling and/or social services programs.

**3719 Saunders Ave
Richmond, Ave 23227**

**Dates: Monday August 25, 2014 from 3:00 p.m. to 6:30 p.m.
Wednesday August 27, 2014 from 3:00 p.m. to 6:30 p.m.**

Note: You MUST provide a resume

All applicants MUST be registered at www.vawc.virginia.gov # 472985