



Customer Support Specialist (Spanish speaking required for one position)

Full-Time | \$36-\$37,999.92 | 350 N. Sam Houston Pkwy. E. #110 Houston, TX 77060 | (Houston West Office)

The Customer Support Specialist assists and educates the injured employees of Texas. **Must be a Spanish speaker for one position.** They provide information and assistance to injured employees about the workers' compensation system and answer general questions regarding workers' compensation benefits, laws and rules, and policies and procedures. The Customer Support Specialist responds to referrals and assists injured employees (in person) with claim, specific questions and provides referrals to social services to other state agencies. Performs routine, administrative support work. Works under general supervision with moderate latitude for the use of initiative and independent judgment and reports to the regional manager.

This position

- provides preliminary information and general assistance in claim activities;
- verifies, updates and corrects claim information in a computer system;
- reviews and logs receipt of forms, incoming mail and faxes;
- documents all customer contact;
- attempts to resolve claim disputes by contacting insurance adjusters and/or health care providers;
- explains and provides information about rights, responsibilities and services;
- refers unresolved disputes to the appropriate staff;
- assists injured employees on the phone or customer walk-ins;
- assists with contacting appropriate licensing boards for complaints against health care providers;
- prepares correspondence letters, memorandums, claim folders and reports for the ombudsmen; and
- schedules hearings and meetings for ombudsmen and maintains a docket calendar.

Field and/or focus, attendance, work hours

Claims management, health care, insurance, legal, social work, workers' compensation.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

Work Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Required knowledge

- Microsoft Word and Outlook.

Required skills

- explaining complex information to others;
- providing excellent customer service; and
- use of correct grammar, punctuation and spelling.

JOB DETAILS

Job Posting #18-224

Title

Customer Support Specialist

Class Title

Customer Service Representative III

Location

350 N. Sam Houston Pkwy, E. #110
Houston, TX 77060

Salary

\$36,000-\$37,999.92/year
(\$3,000.00-3,166.66/month)

Travel

5%

Open Date

5/8/2018

Application Deadline

Until filled

Status

Internal/External

Pay Group

A13

MOS Codes

92, Logistics, 741X, 0100, 01, 3A, 3M

Required ability to

- handle multiple tasks simultaneously;
- learn, remember, apply, and explain complex concepts, difficult procedures and/or complicated processes;
- gather and assemble facts;
- make mathematical calculations to determine appropriate benefit amounts; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

Qualifications

Graduation from high school or equivalent. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- eighteen months full-time experience in a customer service environment and/or office setting performing administrative work; and
- Spanish speaker (for one position).

Preferences for this position include

- college level course work;
- bilingual in English and Spanish language skills (oral and written); and
- experience in a call center environment; workers' compensation, claims related processes; health care; social work; paralegal and/or dispute resolution.

How to apply

Complete the State of Texas Application. Submit your application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:
92, Logistics, 741X, 0100, 01, 3A, 3M
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.