



**Los Angeles County Department of Health Services  
College of Nursing and Allied Health (CONAH)  
VACANCY ANNOUNCEMENT  
INTERMEDIATE TYPIST CLERK**

**Salary: \$2,871.00 - \$3,853.46 Monthly**

**POSITION INFORMATION:** LA County College of Nursing and Allied Health (CONAH) is seeking an Intermediate Typist Clerk to provide specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with general direction under the supervision of Office of Educational Services, Director.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Assist with the review and distribution of education course flyer to hospital staff/managers
- Generate course rosters of registered students
- Enter grades and generate certificates of completion/continuing education units for staff who completed courses (same-day certificates or certificates to be completed within 3 months of completion of course)
- Maintain files and certificate copies as required by regulatory agencies
- Complete copy requests for course/program handouts by requested date
- Maintain employee files up-to-date, alphabetically and by year
- Update tracking tools and communicate updated evaluations, courses, and licenses to administration
- COMMITTEE PARTICIPATION/COLLABORATION:
  - Active member in the OES monthly committee meetings
  - Record minutes at assigned School of Nursing monthly committee meetings
  - Review and make recommendations to College/School policies and procedures
- CUSTOMER SERVICE:
  - All interactions (in person or on phone) represent the College in a positive manner
  - Answer phone calls; assist or transfer callers as needed. Check voice mail message and notify supervisor/update white board/complete sick call slip
  - Receive and welcome visitors; address their requests/problems in a professional manner
  - Assist in keeping reception counter clean, organized, and stocked with forms and student requirements

**DESIRABLE QUALIFICATIONS:**

- Effective interpersonal, organizational, critical thinking, and problem solving skills
- Professional and positive demeanor with high standards of customer service
- Self-directed and able to work both independently and with others
- Excellent verbal and written communication skills
- Demonstrate initiative, flexibility, and willingness to adapt to various emergency situation and changes in assignment and schedule when necessary

Candidates must currently hold a permanent County of Los Angeles payroll title of Intermediate Typist Clerk, to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Edeline Lim, Secretary  
[ELim2@dhs.lacounty.gov](mailto:ELim2@dhs.lacounty.gov)  
College of Nursing and Allied Health  
1237 N. Mission Rd., LA, CA 90033  
Phone: (323) 409-2747  
Fax: (323) 226-6427

Resumes will be accepted until the needs of the department are met.

\*\* This is not a civil service exam \*\*

12/2/2019