



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

POSITION INFORMATION: LA County College of Nursing and Allied Health is currently seeking a highly qualified individual to fill a Senior Typist Clerk vacancy. Position allocated to this class performs specialized clerical duties requiring knowledge of specialized subject matter and specialized clerical functions.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Serves as a resource to potential students, current students and County employees by providing general and procedural information and guidance related to a variety of student support services.
- Maintains confidentiality of student records.
- Processes documents according to predetermined and specialized procedures for such purposes of recording/updating and maintaining student files and demographics from a student information system.
- Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties.
- Screens, prioritizes, routes, distributes and records correspondence as needed.
- Records minutes at assigned School of Nursing monthly committee meetings
- Reviews and makes recommendations to College/School policies and procedures

DESIRABLE QUALIFICATIONS

- Three years office clerical experience, one year of which must have been in a specialized clerical capacity.
- Excellent customer service, strong written and oral communication skills.
- Proficient in working with Microsoft Office programs.
- Ability to work effectively and productively with minimal supervision.
- Ability to maintain confidentiality and security of sensitive information.
- Flexibility and willingness to adapt to various changes in workflow and procedures.

Candidates must currently hold a permanent County of Los Angeles employee payroll title of Senior Typist Clerk to be considered for a lateral 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
College of Nursing and Allied
Health 1237 N. Mission Rd., LA,
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 **

03/01/2020