



Olive View-UCLA Medical Center

SENIOR CLERK
The Nurse Recruitment and Retention Center
Olive View-UCLA Medical Center

The Office of Nursing Affairs Department of Nursing is currently seeking a highly qualified individual to fill a Senior Clerk vacancy at the Olive View-UCLA Medical Center within the Nurse Recruitment and Retention Center, (NRRC). Reports directly to the Nurse Manager

Essential Job Functions:

- ✦ Greets and offers assistance to individuals entering the Nurse Recruitment Office
- ✦ Screens, prioritizes routes and/or takes messages on incoming telephone calls, and provides general information to applicants.
- ✦ Screens, prioritizes and distributes mail as needed
- ✦ Maintains integrity of multiple exam materials, and maintains confidentiality and security of sensitive applicant information
- ✦ Coordinates and schedules Civil Service Exams and Selection Interviews for the department
- ✦ Compiles recruitment information/materials for the Nurse Recruiter
- ✦ Maintains vacancy and position control statistics, including monthly/quarterly reports
- ✦ Prepares, develops, reviews, and proofreads vacancy announcements, canvass letters and reports
- ✦ Maintains bulletins in an organized manner, removing outdated materials as appropriate
- ✦ Generates, maintains and distributes databases hiring and other recruitment/retention

Desirable Qualifications:

- ✦ Excellent customer service, organizational and leadership skills
- ✦ Strong written and oral communication skills, including telephone skills
- ✦ Produces an accurate, thorough and speedy work product
- ✦ Excellent filing, typing, photocopying and computer skills with a working knowledge of Microsoft Word, Excel, PowerPoint and Microsoft Outlook
- ✦ Self-directed and able to work independently and with others to accomplish duties
- ✦ Team player who can readily work with all levels of management, staff, and visitors
- ✦ Ability to maintain confidentiality and security of sensitive information
- ✦ Able to maintain, organize, analyze, and prioritize multiple assignments simultaneously
- ✦ Able to coordinate schedules with applicants and selecting managers
- ✦ Human Resource experience preferred, with a working knowledge of the hiring process

Minimum Requirements:

- ✦ Must be current and reachable on the Senior Clerk/1140 certification list or currently hold the item of Senior Clerk

Interested applicants please submit a resume with cover letter, copies of your last two performance evaluations and time records to:

Susanna Mortimer, RN (smortimer@dhs.lacounty.gov)
The Nurse Recruitment and Retention Center- Room 2C206
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818) 364-3326

Only the most qualified candidates will be scheduled for an interview.

This is not an official examination bulletin

EOE/Posted 07/15/2014

WILL REMAIN OPEN UNTIL 07/30/2014