

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

SENIOR TYPIST CLERK

The Countywide Housing, Employment and Education Resource Development (CHEERD) has an opening for a Senior Typist Clerk to provide clerical support to the Temporary Shelter Program (TSP) and Employment and Education units.

ESSENTIAL DUTIES:

- Review Temporary Shelter Program (TSP) billing invoices and referral, extension outcome forms for accuracy and complete information
- Enter TSP referral, extension and outcome forms into an Access database
- Track the processing of TSP invoices
- Post available job and education information and community resources on the WIKI website and remove outdated information
- Maintain monthly WIKI Webpage visits tracking log
- Provide back-up secretarial and receptionist coverage as needed
- Deliver invoices to Accounts Payable unit
- Reconcile the office supplies ordered and delivered
- Assemble written materials for conferences and trainings
- Maintain filing system, fax and copy

DESIRABLE QUALIFICATIONS:

- Extensive computer knowledge and skills with Word, Outlook, Excel and ACCESS
- Strong organizational skills and attention to detail
- Ability to prioritize and to adjust priorities as needed
- Flexibility and the willingness to alter planned work flow as needed
- Ability to multi-task throughout the day and to work with interruptions
- Effective communication skills, both verbally and in writing
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff.

Interested individuals who currently hold this title or who are currently on the Senior Typist Clerk Certification list are encouraged to mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Lise Ruiz, LCSW
Program Manager
Countywide Housing, Employment and Education Resource Development
695 S. Vermont Ave. 10th Floor
Los Angeles, CA 90005
FAX: (213) 637-2336
AN EQUAL OPPORTUNITY EMPLOYER**