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## Job details

Job 1 of 1

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Qualified candidates who meet the [Requirements \(please read "Requirements" Section below\)](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents at the time of filing:

1. A resume with cover letter and employee number;
2. Copies of last three Reports of Performance Evaluation;
3. Copies of past two years' Time History Report (Prime Variance only);
4. Two writing samples (One page single spaced).

Requested materials should be emailed to [hrrecruitment@rrcc.lacounty.gov](mailto:hrrecruitment@rrcc.lacounty.gov) or faxed to (562) 462-1373 Attention: Andrea Cortez. In your email or fax, please provide your name, phone number, and position title.

All submitted documents will be evaluated. Only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check. [This position occasionally requires working overtime on workdays and weekends in support of election operations.](#)

**Requirements** **Must be permanent employee of the County of Los Angeles currently holding the payroll title of SENIOR TYPIST-CLERK.****Desirable Qualifications** The ideal candidate should possess demonstrated skills and abilities as follows:

- Knowledge in human resources operations, such as employee orientation and processing.

- Strong computer skills in Microsoft Word, Excel, and Outlook.
- Dependable and resourceful; ability to prioritize tasks.
- Exercise discretion and sensitivity on confidential information.
- Excellent organizational skills.
- Strong oral and written communication skills.
- Ability to work well with all levels of staff.

#### Duties

- Types and processes documents requiring the analysis of complex source material and a thorough familiarity with the policies and procedures in order to obtain the necessary data;
- Answers questions that require searching for and abstracting technical data and detailed explanation of laws, policies, or procedures; refers only unusual inquiries to immediate superior;
- Advises employees on problems within jurisdiction, and on own initiative, makes such decisions as are permissible;
- Reviews for accuracy and conformity to established procedures the work of others performing preliminary operations in the course of the flow of work;
- Prepares correspondence requiring the application of highly specialized knowledge and discrimination in the selection of data or interpretation of laws, rules, or policies;
- Processes and files documents of confidential nature.

<b>Vacancy Information</b>	The vacancy is located at The Registrar-Recorder/ County Clerk Headquarters, 12400 E. Imperial Highway, Norwalk, CA 90650.
<b>Available Shift</b>	Day
<b>Contact Name</b>	Andrea Cortez
<b>Contact Phone</b>	(562) 462-2844
<b>Contact Email</b>	hrrecruitment@rrcc.lacounty.gov
<b>Job Field</b>	Human Resources
<b>Job Type</b>	Administrative Support

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