

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DMH/DHS COLLABORATION PROGRAM**

TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

INTERMEDIATE TYPIST CLERK

The DMH/DHS Collaboration program is seeking an enthusiastic, motivated, experienced individual to fill the position of Intermediate Typist Clerk. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Data entry of Daily Service Logs in the IS System.
- File daily service logs and DMH documentation.
- Schedule appointments and arrange conferences and meetings.
- Prepare notices, memos and bulletins.
- Maintain and update caseload logs, staff/phone rosters and monthly work schedules
- Typewrite complex charts, forms, labels and letters
- Photo copying, scanning and faxing documents.
- Responsible for inventory, supplies, and procurement.
- Answer phone calls and refer to the appropriate individuals within the program.
- Organize and maintain office files.
- Other duties as assigned by Program Head or administrative team.

DESIRABLE QUALIFICATIONS:

- Strong verbal and written communication skills.
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines.
- Adaptable and flexible to meet the program needs.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook.

Interested applicants who are currently holding the payroll title of Intermediate Typist Clerk may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, February 8th, 2013 to:**

**Naga Kasarabada, Ph.D.
MH Clinical Program Head
DMH/DHS Collaboration Program
Office of the Chief Deputy
(213) 639-6306**

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