

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

VACANCY NOTICE FOR
SECRETARY III



The DMH/DHS Collaboration Team has opening!

We are looking for a conscientious SECRETARY III to join our team. The SECRETARY III will assist the Mental Health Clinical Program Head and DMH staff with program support such as coordination of meetings, data entry, filing, etc.

Example of Duties:

- Answer phone calls and refer to the appropriate individuals within the program
- Schedule appointments and arrange conferences and meetings
- Prepare notices, memos and bulletins
- Maintain and update staff/phone rosters
- Photo copying, scanning and faxing documents
- Responsible for inventory, supplies and procurement
- Organize and maintain office files
- Track and monitor equipment and panic alarm logs
- Type meeting minutes, forms, labels and letters
- Other duties as assigned by Program Head

Desirable qualifications include:

- Highly organized and detailed oriented with record keeping & documentation
- Ability to work collaboratively with various team members and disciplines
- Adaptable and flexible to meet the program needs
- Familiarity with Microsoft Outlook, Word and Excel

Location: DMH Headquarters (550 S. Vermont Avenue, Los Angeles, CA 90020)

If you are currently a SECRETARY III and interested, please fax your resume, Performance Evaluations and Master Time Cards for the last two years to the attention of Yolanda Moli at:

(213) 381-5497 or

Via email to ymoli@dmh.lacounty.gov

With the subject line “Secretary III”

◆◆ *Please respond no later than Wednesday March 12, 2014* ◆◆