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Bulletin Number 40200BR
Type of Recruitment Transfer Opportunity
Department Community and Senior Services
Position Title SENIOR TYPIST-CLERK
Filing Type Open Continuous
Filing End Date 18-Jul-2014
Requirements

**SENIOR TYPIST CLERK
 ADULT PROTECTIVE SERVICES (APS) PROGRAM AND
 PLANNING**

Community and Senior Services (CSS) and its community partners are committed to the delivery of quality services to youth, adults and seniors that promote independence, dignity, choice and well-being.

Currently, CSS is seeking a highly motivated and experienced individual to fill a vacancy in the Aging and Adult Services Branch APS Program and Planning Division. This vacancy is located at 3333 Wilshire Boulevard, Los Angeles, CA 90010.

ABOUT THE POSITION

Reporting directly to a Human Services Administrator I for the APS Program and Planning Division, this position involves processing letters, reports, complex documents and spreadsheets using MS Word and MS Excel as appropriate; assisting in the preparation of periodic reports; scheduling, following up and coordinating the participation of the unit in community outreach and education programs; maintaining inventory of informational and promotional materials; assisting with InfoVan and storage maintenance activities and performing other specialized clerical duties assigned from the supervisor. The position may require occasional driving of an InfoVan.

DESIRABLE QUALIFICATIONS

- Excellent oral and written communication skills
- Excellent organizational skills
- Good interpersonal skills
- Ability to work independently
- Strong skills in the application of Microsoft Excel, Word and PowerPoint
- Current California driver license

SPECIAL INFORMATION

All prospective candidates are required to satisfy a background check prior to final appointment including Livescan fingerprinting and a personnel folder review.

POSITION REQUIREMENTS

Permanent County employees who hold the Los Angeles County payroll title of Senior Typist-Clerk are invited to apply online and submit a letter of interest along with a resume, copies of last two performance evaluations, two original writing samples, and two years' master time records by **Friday, July 18, 2014, by 5:00 p.m. (PST)**.

Resumes and supporting documentation will be reviewed and only the most qualified candidates, based on the information submitted will be contacted for an interview. The interview will be used to determine the final selection.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION

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