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Job details

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Bulletin Number 41910BR
Type of Recruitment Transfer Opportunity
Department Mental Health
Position Title SENIOR SECRETARY III
Filing Type Open Continuous
General Information

**** DO NOT APPLY ONLINE ****

Permanent County employees who currently hold the payroll title of Senior Secretary III are invited to make their interest known by submitting: 1) cover letter 2) resume listing your current title and all secretarial experience 3) last two performance evaluations and 4) two years Time History Report.

All materials submitted will be evaluated. Only the most qualified individuals will be contacted for an interview.

Requested materials should be submitted to:

Karen Van Sant
695 S. Vermont Ave., 7th
Floor, Los Angeles, CA 90005
Email directly to:
kvansant@dmh.lacounty.gov
Phone: (213) 251-6476

Requirements

All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Senior Secretary III

Desirable Qualifications

- Proficient in Microsoft Office Word, Excel, Outlook, and Sharepoint
- Excellent oral and written communication skills with attention to detail
- Excellent interpersonal and customer service skills
- Excellent organizational and time management abilities
- Ability to work in a fast-paced environment and manage multiple priorities
- Ability to analyze and resolve problems independently while also working as a team player

Duties

- Screens telephone calls; refers calls to others as appropriate
- Makes appointments, schedules meetings and meeting rooms, readies materials for meetings
- Takes meeting minutes, discerning and documenting key decisions and action items
- Proofreads and edits division documentation and web site information
- Prepares inter-office notices, with or without dictation, including interpretations

of appropriate policies, laws and regulations

- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, and when authorized acts in the supervisor's absence
- Checks on the execution of plans, improvements, and projects instituted by the supervisor and recommends improvements in departmental procedures
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions
- Checks material and requests being submitted for supervisor's attention, on paper and in online service request system, to ensure all relevant data, files, approvals, etc., are included
- Keeps track and advises division management of staff performance evaluations due; ensures division staff is in compliance with required training
- Gathers data and prepares reports as needed
- Prepares and follows up on training/travel requests
- Tracks and maintains division office supplies
- Acts as backup for Chief Information Officer's secretary

Vacancy Information The Department of Mental Health Chief Information Office Bureau is seeking a well-qualified organized individual to fill a vacant Senior Secretary III position.

The vacancy is located in the Technology Services Division located at the DMH headquarters annex building at 695 S. Vermont Avenue, Los Angeles, CA, 90005.

Contact Name Karen Van Sant

Contact Phone 213-251-6476

Contact Email kvansant@dmh.lacounty.gov

Job Field Secretarial

Job Type Administrative Support

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