

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
JUVENILE JUSTICE TRANSITION AFTERCARE SERVICES**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE TYPIST CLERK

Juvenile Justice Transition Aftercare Services Division is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry, registering of clients and flexibility.

EXAMPLES OF DUTIES:

- Reconcile and run various IS Report
- Enter Units of Services, Group, MAA and COS into the IS
- Opening and Closing client records in the IS
- Updating the Single Fixed Point of Responsibility
- Provide phone coverage
- Assist with Mental Health Records when needed
- Proficiency in the use of Microsoft Word, Excel, Access and Outlook
- Check documents for completeness, accuracy and compliance and other requirements
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e. photocopying, delivering documents to various departments for processing, and various types of record keeping

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Ability to multitask
5. Excellent attendance

Individuals holding the title of Intermediate Typist Clerk should **fax or email** their resume, last two (2) master time sheets, and last two (2) Performance Evaluations on or before February 17, 2015 to the following below:

Sandra Willis (213) 738-4875
swillis@dmh.lacounty.gov

Or

Deborah Perkins (213) 738-3080
dperkins@dmh.lacounty.gov

**550 S. Vermont Ave., 4th Floor, Rm. 400
Los Angeles, CA 90020
Fax: (213) 427-6166**

AN EQUAL OPPORTUNITY EMPLOYER