

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEM OF CARE**

TRANSFER OPPORTUNITY



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

INTERMEDIATE TYPIST CLERK (ITC)

SB82 Service Area VIII-

(Long Beach-South Bay surrounding areas)

The SB 82 Mobile Triage Team-Service Area 8 is seeking qualified candidates to provide specialized clerical duties and functions within this new dynamic, highly collaborative mobile team in the Long Beach-South Bay area.

ESSENTIAL JOB DUTIES:

- Experience with the use of the Integrated Behavioral Health Information System (IBHIS); checks Units of Service information submitted for completeness and/or input of Units of Service and other data into IBHIS.
- Utilize word processing skills to type various documents including letters and forms.
- Check documents for completeness, accuracy and compliance with all Department and other requirements.
- Act as receptionist - answer questions and give information to the public.
- Interact with paraprofessional, professional, and administrative personnel in order to assist service area staff with Departmental documentation and processes.
- Operate various office machines such as desk top computers, calculators, copy machines, fax machines, telephone equipment, and document scanners incidental to the performance of duties.
- Function as part of the service area administrative team and complete special assignments.
- Support various offices as back up receptionist when needed

DESIRABLE QUALIFICATIONS:

- Solid clerical experience involving word-processing and the ability to type at least 40 words per minute.
- Experience with Word, Excel, and Visio programs.
- Ability to create and edit letter, forms, charts, tables and work within other program applications.
- Positive experience working within collaborative team.
- Excellent multi-tasking and organizational skills.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively with all service area staff.

Interested applicants holding the payroll title of Intermediate Typist-Clerk should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by 5:00 PM on Friday, May 01, 2015 to:

Kim Ross

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