

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 3**

SA 3 PROGRAM ADMINISTRATION and SPECIALIZED FOSTER CARE

TRANSFER OPPORTUNITY

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

INTERMEDIATE TYPIST CLERK

The Children's Systems of Care Bureau is recruiting to fill **two** Intermediate Typist Clerk positions. One in SA 3 Program Administration currently in Los Angeles, but will be moving to the San Gabriel Valley within the next year and one in SA 3 Specialized Foster Care within the San Gabriel Valley. This position(s) requires answering phones, data entry, flexibility and working in a team environment, but also requires the ability to prioritize assignments while working independently.

EXAMPLES OF DUTIES:

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensure all clinical charts are filed and stored according to State Medi-Cal standards.
- Enters Pre-Admit/Admission bundles, scans documents and sets up financial eligibility for CSAT referrals into IBHIS.
- Ensures that all claims by staff are attested by due date, alerting supervisor of missing documentation.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc. and obtaining additional information needed for completion of final material
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Type tabular, columnar, statistical and other material from plain and corrected copy.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks 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., processing mail, photocopying and faxing.

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Knowledge and experience with IBHIS and running IBHIS reports is a plus

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **August 7, 2015:**

For Additional Information Please Contact:
Manuel Rosas Jr., LCSW (626) 459-8836
Debbie Jalomo (213) 739-5445

Fax: (213) 252-0237

E-mail: MMRosas@dmh.lacounty.gov or djalomo@dmh.lacounty.gov

**600 S. Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005
AN EQUAL OPPORTUNITY EMPLOYER**