

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 3 – SPECIALIZED FOSTER CARE PROGRAM**

TRANSFER OPPORTUNITY



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

INTERMEDIATE TYPIST CLERK

The Specialized Foster Care Program in Service Area 3 is recruiting to fill an Intermediate Typist Clerk position with our co-located team at the Glendora DCFS office. This position works 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.
- Ensures 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.
- Ensures that all claims are posted in a timely manner.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- 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.
- 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 unit, i.e., processing mail, photocopying, monitoring request for time off and faxing.

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong multi-tasking and organizational skills
4. Flexible and easily adapts to new and changing situations
5. Knowledge and experience with IBHIS

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two years master time cards, and last two (2) Performance Evaluations on or before **November 20th 2015** to:

Manuel Rosas Jr., LCSW, Mental Health Clinical Program Head

Fax: (626) 455-4608

E-mail: mmrosas@dmh.lacounty.gov

Phone: (626) 459-8836

AN EQUAL OPPORTUNITY EMPLOYER