

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

SECRETARY III

Countywide Resource Management–Community Reintegration Program (CRM-CRP) is recruiting a conscientious Secretary III to assist the Mental Health Program Head and AB109 program staff. This is a Monday- Friday position located at DMH Headquarters 550 S. Vermont Avenue, 9th floor Los Angeles, CA 90020.

Primary duties and responsibilities of this position include:

- Answer phone calls and refer to the appropriate individuals within the program - Schedule appointments and arrange conferences and meetings.
- Maintain and update staff/phone rosters.
- Photo copying, scanning and faxing documents.
- Responsible for inventory, supplies and procurement.
- Organize and maintain office files.
- Track and monitor equipment and panic alarm logs.
- Assist with Authorization logs.
- Perform weekly Provider Exception Report.
- Assist with processing of newly hired staff.
- Other duties as assigned by Program Head.

Desirable qualifications include:

- Highly organized and detailed oriented with record keeping & documentation - Ability to work collaboratively with various team members and disciplines.
- Adaptable and flexible to meet the program needs.
- Familiarity with Microsoft Outlook, Word and Excel.

If you are currently holding a payroll title as a SECRETARY III and interested, please email your resume, last two Performance Evaluations, and Master Time Cards for the last two years to:

Kelly Chi at: Kchi@dmh.lacounty.gov

With the subject line “Secretary III”