



INTERMEDIATE TYPIST CLERK Pre-Anesthesia Testing Clinic

Position Summary: We are seeking a highly motivated, energetic, customer friendly and responsible individual to provide clerical services for the busy Pre-Anesthesia Testing clinic.

Desirable Qualifications:

- Excellent interpersonal and customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual, reliable and hard working
- Able to handle multiple tasks simultaneously
- Work with minimal supervision effectively in a diverse and challenging patient population
- Perform work with integrity, respect, and empathy towards patients, visitors, and co-workers to ensure a professional and courteous environment

Additional Information:

- Applicants must currently be reachable on the certified list for ITC or interested in a lateral transfer.
- Only the most qualified applicants will be scheduled for interviews.

Submit a copy of your resume, performance evaluation, and your attendance documentation for the past two years to:

Richard Guitche: Rguitche@dhs.lacounty.gov

Alen Noel: Anoel@dhs.lacounty.gov

**Nurse Recruitment and Retention Center
1000 W. Carson Street, Torrance CA. 90509
Building N-25, Room 107**

Phone: (310) 222-2512 or Fax: (310) 787-0065

EOE posting 6-13-14

***This is not an official examination bulletin**