

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ANTELOPE VALLEY - SERVICE AREA I
Outpatient Program

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY

INTERMEDIATE TYPIST CLERK

Antelope Valley Mental Health Clinic is seeking (2) qualified individuals to support the Business Office and assume the position of an Intermediate Typist Clerk. This position will perform general and specialized clerical work in the Business Office to sustain appropriate internal controls for the adult outpatient clinic.

Examples of duties:

- Performing reception desk responsibilities and greeting of clients.
- Processing units of service/data entry.
- Daily input of prescriptions and liaison between clients and pharmacies.
- Data entry of appointments for the five doctors housed at our clinic.
- Assist with a high volume of phone calls from clients as well as staff requesting appointments and the rescheduling of appointments.
- Cross training to perform other clerical duties within the department to offset shortages of staff as needed.
- Occasionally assists with financial screening
- Working in chart room filing, photocopying, faxing, and sorting and distributing mail and assists with maintaining records
- Provides backup or serves as Liaison for all Special Requests
- Works on special assignments and reports under the direction of Business Office Manager and MH Clinical Program Head as needed

Desirable Qualifications:

- Strong customer service skills
- Excellent interpersonal skills and the ability to interact effectively with all levels.
- Proficient in the operations of computer systems such as Microsoft Word and Excel and Outlook.
- Ability to communicate effectively with the public.
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines.
- Strong organizational skills and demonstrate ability to exercise good judgment.
- Excellent attendance records

Individuals currently holding the title of Intermediate Typist Clerk or who are currently on an Intermediate Typist Clerk certification list are encouraged to fax or email resume, last two performance evaluations, master time cards and letter of interest by 06/08/2012 to:

Nancy Smith, Staff Asst. II @ nasmith@dmh.lacounty.gov Phone: (661) 723-4260 Fax number (661) 723-6975

Makesha Jones-Chambers, Psy.D.
Mental Health Clinical Program Head
Antelope Valley Mental Health 349-A East Avenue K-6, Lancaster, CA 93535