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## Job details

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**Bulletin Number** 48182BR

**Type of Recruitment** Transfer Opportunity

**Department** Mental Health

**Position Title** SECRETARY III

**Filing Type** Standard

**Filing End Date** 12/22/2014

**Filing End Time** 5:00 pm PST

**General****Information****\*\*DO NOT APPLY ONLINE\*\***

Interested applicants should submit their resume, last two performance evaluations, and the most current full year of the time history record by Monday, December 15, 2014 to:

Camelia Elias

Office of the Medical Director

550 South Vermont Avenue, 10th Floor, Los Angeles, CA 90020

Email directly to: [celias@dmh.lacounty.gov](mailto:celias@dmh.lacounty.gov)

Phone: (213) 351-7267; Fax: (213) 738-4646

**Requirements** **All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Secretary III.**

**Desirable Qualifications**

- Strong oral and written communication skills.
- Ability to prioritize and multi-task.
- Excellent self-starter with strong follow-through and organizational skills.
- Responsiveness, flexibility, and ability to work within short and sometimes unanticipated deadlines.
- Strong interpersonal skills; ability to work independently and as a member of an interdisciplinary team.
- Ability to effectively interact with all levels of staff within the Department of Mental Health, other County departments, agencies, and the public.
- Proficient in Microsoft Word, Excel, and PowerPoint.

**Duties**

- Handles day-to-day inquiries, housekeeping issues, and operating details for the Unit. Picks up mail/confidential faxes and sorts for distribution, including Clinical Incident Reports.
- Makes appointments; arranges meetings, conferences, and teleconference calls; and prepares agendas, sign-in sheets, and packet materials.
- Maintains Unit's confidential files and records, and purges files, as necessary in compliance with audit timelines.

- Prepares confidential letters/memoranda, inter-office notices, bulletins, with or without dictation, and Excel spreadsheets.
- Prepares drafts and finalizes correspondence, documents, spreadsheets, forms, etc., and ensures that all materials being submitted for signature/approval have been proofed and are grammatically correct and that relevant information, attachments, clearances, signatures, etc. are included.
- Gathers data for general information purposes and special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and prepares reports for manager's approval upon request.
- Tracks assignments and monitors completion dates and compliance with deadlines.
- Acts as intermediary between the Principal Mental Health Counselor, R.N. and other OMD staff, Programs, Bureaus, and Divisions, transmitting both verbal and written communication as required.
- Provides secretarial back-up coverage for the Medical Director's Secretary, whenever needed.

**Vacancy  
Information**

The Office of the Medical Director (OMD) is recruiting a qualified individual to fill the vacant position of Secretary III, providing full-time secretarial support to the Principal Mental Health Counselor, R.N and the Clinical Risk Management Unit.

**Available Shift** Day  
**Contact Name** Camelia Elias  
**Contact Phone** 213-351-7267  
**Contact Email** celias@dmh.lacounty.gov  
**California  
Relay Services  
Phone** 800-735-2922  
**Job Field** Secretarial  
**Job Type** Administrative Support

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