

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Mental Health Center**

VACANCY ANNOUNCEMENT

Intermediate Typist Clerk



We are looking for an experienced Intermediate Typist Clerk to join our team. San Antonio Mental Health Center is seeking a highly-motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk.

San Antonio Mental Health Center, located in Huntington Park (SPA 7) is a directly operated children's clinic with services also available to CalWORKs recipients and families. Services are offered for children from 0 – 18. Services available include: psychiatric/medication evaluations, individual/family counseling, and support and therapy groups for parents and for children.

Desirable qualifications include:

- Data entry proficient in IS and IBHIS
- Ability to work collaboratively with team members and various disciplines
- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Proficient in Microsoft Word, Excel, and Outlook.
- Excellent Customer Service Skills
- Flexible with the ability to multi-task
- Excellent filing and typing skills.

Interested Individuals currently holding the title of ITC are encouraged to fax or email a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Santty Rosales

Fax: (323) 277-4674

srosales@dmh.lacounty.gov

Please respond no later than July 15th, 2015.