



Department of Emergency Medicine Intermediate Clerk

POSITION: LAC+USC Medical Center Department of Emergency Medicine is currently seeking highly qualified individuals to fill the positions of Intermediate Clerk to provide robust ancillary support to clinical staff providing care for a diverse patient population. The Intermediate Clerk will be working with the Emergency Medicine teams in various areas of the department. This position reports to the Nursing Supervisor and or designee.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Answers questions and directs and gives information to the public and/or internal customers
- Supports and coordinates activities of the unit not requiring direct patient care
- Searches records and files for data where judgment is required in selecting material
- Identifies patients with potential for discharge and proactively work with clinicians to effectuate rapid disposition
- Calls for specialty consultations and coordinate communication between providers
- Processes documents according to a predetermined but specialized procedure
- Makes phone calls as directed to support and expedite the work of the unit and patient flow
- Respects patient rights and privacy needs while maintaining courteous relations with patients, visitors and other staff
- Interacts to improve relations with internal and external customers to improve patient satisfaction ratings for the Emergency department

DESIRABLE QUALIFICATIONS

- Excellent interpersonal communication and computer skills
- Strong organizational and problem resolution skills
- Ability to work effectively and productively with minimal supervision
- Flexibility and willingness to adapt to various changes in work flow and procedures
- Bilingual preferred

Candidates must currently hold a permanent County of Los Angeles payroll title of Intermediate Clerk to be considered for a transfer or are reachable on a DHR certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, and the last two performance evaluations to:

LAC+USC Nurse Recruitment Team
Nurse Recruitment and Retention Center
General Hospital First Floor- Room 1822
1200 North State Street, Los Angeles, CA 90033
Phone: 323-409-4663
LACNurseRecruitment@dhs.lacounty.gov

Resumes will be accepted until the needs of the department are met

****THIS IS NOT A CIVIL SERVICE EXAMINATION**.**