

OPEN COMPLETETIVE/TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

The Department of Mental Health is seeking an individual to fill the position of an Intermediate Typist Clerk at Central Juvenile Hall's Mental Health Unit located in Los Angeles

EXAMPLES OF DUTIES:

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System
- Checking PEMRS for documentation
- Scan documentation into power chart
- Will need to extract information from Probation's database in order to properly bill for Medical/CGF in Integrated System
- Will need to be extensively trained on multiple data base systems to accurately determine if Medi-cal billing or CGF (County General Fund) billing is appropriate for minors.
- Answer telephone, take messages for staff and route calls appropriately
- Obtain client information from the Probation Case Management System (PCMS) and MH histories from the IS System
- Photocopying and Faxing
- Maintain and organize MH files
- Other duties as assigned by immediate supervisor and program head

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Great attendance
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Knowledge of DMH billing procedures
- Strong Knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills

ITC must be willing to work until 6:00pm and possibly some weekends. A 9/80 work schedule is available.

Interested individuals holding title to the above position are encouraged to E-MAIL their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Mary Romero, LCSW, Program Head or
Tran Dang, Senior Typist Clerk**
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