COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SPECIALIZED CHILDREN & YOUTH SERVICES BUREAU

TRANSFER OPPORTUNITY

SR. TYPIST CLERK
Service Area 6 – Specialized Foster Care Program

The Service Area 6 – Specialized Foster Care Program is seeking a qualified individual with strong communication and organizational skills to assist the staff at their co-located programs. The Sr. Typist Clerk will report directly to the Staff Assistant in Service Area 6 with a work schedule of Monday - Friday.

ESSENTIAL JOB FUNCTIONS:

- Performs data entry billing, opening and closing cases
- Verify medi-cal eligibility
- Type and process minutes, correspondence, emails, memos, etc.
- Timekeeping duties, such as Ecaps, ROTO's, mileage, or other related items and/or request from each staff
- Types, formats and develops/creates documents for daily operations of the unit
- Ordering supplies and completing special requests for the office
- Assist clinical staff by providing bilingual interpreting to clients on site and on the phone
- Provide various general clerical duties as assigned

DESIRABLE QUALIFICATIONS:

- Able to handle multiple tasks
- Strong computer skills
- Strong organizational and communication skills
- Ability to work as a team member
- Bilingual (Spanish)

Interested individuals currently holding the payroll title of Sr. Typist Clerk are encouraged to email or fax their resume, master timecard – 2 years, and last 2 performance evaluations **no later than Monday, February 28, 2011 to:**

Contact Name: Jana Eason
Telephone #: 310-668-6922
FAX #: 310-898-1607

Only the most qualified candidates will be invited to the interview

THIS IS NOT AN OFFICIAL EXAMNIATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER