

**SERVICE PLANNING AREA 4
Central /Hollywood-Wilshire Health Center**

JOB ANNOUNCEMENT

INTERMEDIATE TYPIST CLERK/ INTERMEDIATE CLERK
Functional Title: Area Nurse Manager Secretary

ABOUT THE POSITION:

Service Planning Area 4, Central Health Center is currently seeking a highly motivated, well-organized individual to report to the Area Nurse Manager and provide secretarial and administrative support for the Nursing Office. The candidate must be flexible and able to perform duties with minimal assistance.

SUMMARY OF JOB DUTIES:

The duties will include the following:

- Screen and route incoming telephone calls
- Coordinate and ensure accurate completion of various assignments for SPA 4
- Gather and prepare reports
- Update policy and procedures manuals
- Maintain appointment calendar for SPA Manager & Supervisors
- Prepare and develop memos, announcements, and various documents

DESIREABLE QUALIFICATIONS:

- Excellent communication skills, both written and verbal
- Able to work independently and as part of a multi-disciplinary team
- Excellent filing and typing skills
- Able to handle multi-tasks under deadlines, prioritize and organize
- Excellent computer skills in Word, PowerPoint, Excel, Internet and various computer programs

Interviews will be scheduled only for applicants who are currently holding an Intermediate Typist Clerk/Intermediate Clerk position or who are reachable on a certified eligibility list for Intermediate Typist Clerk/Intermediate Clerk

Interested candidates should submit a resume with cover memo, copies of their last two performance evaluations and last two years of attendance records to Leticia Ortega, Acting SPA Administrator at email address lortega@ph.lacounty.gov.

ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW

This is not an official bulletin