MTP Clerical Job Descriptions

Intermediate Typist Clerk

Performs skilled typing and performs specialized clerical work.

Senior Clerk

Performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

Senior Typist Clerk

Performs skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

For more information about current openings or the applications process, please contact Blanca Medina at (626) 569-6438 or bmedina@ph.lacounty.gov

Visit our website: http://publichealth.lacounty.gov/cms/ccs.htm#mtp Apply on-line: http://hr.lacounty.gov/

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