

Clerk Typist II

OVERALL OBJECTIVE OF JOB

This is a responsible professional clerical position involving the application complex clerical duties involving the application of independent judgment to assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS OF JOB

- The incumbent of this position will be responsible for clerical duties consisting of typing, filing, scheduling of appointments, and other related duties.
- Will provide clerical assistance to staff services related to Intake, Evaluation, Emergency services and Early Intervention.
- Responsible for typing and proof reading documents, such as reports, letters, service authorizations, office forms, etc. for staff at the Central Intake Unit.
- Responsible to fill in for other clerical staff at the Mercer County Behavioral Health Commission, Inc.
- Performs other job related duties as assigned.

OTHER DUTIES OF THE JOB

- Attends meetings, training and staffing as required.
- The incumbent of this position encounters confidential information regarding consumers and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program compliance and quality of service delivery.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must have a high school diploma or GED.
- A minimum of one year experience within the clerical field.

Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may access the application on our website.

Applications must be received at this office by December 21, 2015.

ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

karen.myers@mercercountybhc.org

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