

TEMPORARY PERSONNEL SERVICES
JOB CLASSIFICATIONS, DUTIES, AND MINIMUM QUALIFICATIONS

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Intermediate Clerk	Duties - Performs specialized clerical work. Checks documents for completeness, accuracy, and compliance with legal and other requirements. Acts as special receptionist or counter clerk. Minimum Qualifications - Six months office clerical experience
Intermediate Typist Clerk	Duties - Performs skilled typing and specialized clerical work. Typewrites complex charts, forms, statistical and similar documents from rough draft requiring skill in arranging tabular material, setting up forms and extreme accuracy in typing. Acts as special receptionist or counter clerk. Minimum Qualifications - Six months clerical experience and ability to type at the rate of 40 net words per minute.

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Secretary	<p>Duties – Replies to correspondence with or without dictation. Screens office telephone calls, and personally takes care of calls which do not require the attention of the supervisor. Schedule appointments and arranges conferences and meetings for supervisor. Prepare inter-office notices, bulletins and memoranda, with or without dictation.</p> <p>Minimum Qualifications – One year of highly specialized office clerical experience key boarding using a computer or typewriter. Ability to type 40 net words per minute and dictation rate of 80 words per minute.</p>
Executive Secretary	<p>Duties - Replies to personal and other correspondence, composing letters with or without dictation. Screen office and telephone callers, meets the public, makes appointments and arranges conferences and speaking engagements. Takes care of day-to-day inquires or problems wherever possible. Maintain office files and records, including those of a confidential nature.</p> <p>Minimum Qualifications - Ability to type 40 net words per minute and dictation rate of 80 words per minute.</p>

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<p>Data Control Clerk (Formerly Data Entry Clerk)</p>	<p>Duties - Performs a full range of specialized clerical control duties in totaling and submitting input source documents to a computer and receiving and balancing computer output reports in accordance with control procedures. May operate a computer terminal to input source document information and batch totals, and to receive and verify computer-developed batch totals.</p> <p>Minimum Qualifications - One year office clerical experience involving data control, bookkeeping, financial or statistical work.</p>
<p>Senior Auditor</p>	<p>Duties – Performs work under minimal supervision, conducts audits of various departments and locations to verify the accuracy of records, compliance with prescribed plans, policies and procedures, and accurate accountability for physical and financial assets. Possess and applies a broad knowledge of auditing principles, practices and procedures. Prepares audit reports and possess latitude to make un-reviewed decisions or actions.</p> <p>Minimum Qualifications: A bachelor's degree in accounting or related field and a minimum of three to five years audit experience.</p>

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Medical Record Technician	<p>Duties - Code and audit patient medical records in accordance with established numerical coding systems and special hospital codes. Checks patient medical files for completeness, consistency, and compliance with hospital regulations, assuring that all relevant medical records are included in each patient's file. Reviews narrative records of patient treatments and surgical procedures to determine what information is appropriate for coding purposes and prepares case-abstracts.</p> <p>Minimum Requirements - Certification as an Accredited Medical Records Technician by the American Medical Record Association.</p>
Dietitian	<p>Duties - Plans and provides nutritional care to patients by interpreting and adapting physician prescribed diets to individual needs and preferences and counsels patients about their food requirements, eating habits and the essentials of nutrition and motivates patients to maintain their diets. Calculates quantity of each food serving necessary to provide a nutritionally balanced diet compatible with physician's diagnosis.</p> <p>Minimum Qualifications - Certified as a Registered Dietitian by the American Dietetic Association</p>

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Diet Technician	<p>Duties: Assist Dietitian in screening patients within 72 hours of admission. Complete nutrition screening. Ensure prescribed diets are correctly implemented by monitoring tray line for therapeutic diets. Interview patients for their diet history and food changes.</p> <p>Minimum Qualifications – Completion of an Associate Degree from an approved American Dietetic Association. Certified as a Registered Dietetic Technician by the American Dietetic Association or Bachelor of Science Degree in Nutrition and Dietetics.</p>
Pharmacist	<p>Duties – Provide expert information to physicians, patients, and others regarding drugs and other pharmaceuticals. Replenishment of drugs, with support and maintenance of pharmacy automation to ensure proper functioning and operation. Screens prescription and medication orders for completeness, proper authorization, dosage and quantity, therapeutic compatibility, drug interactions, and allergies. Clarifies possible problems with appropriate medical staff. Supervises the operation of drug distribution systems including the maintenance of appropriate controls. Notes and reports quality deficiencies of drug products; ensures that pharmaceuticals are properly ordered, stored, and protected from deterioration. Provides technical supervision to nonprofessional and support personnel in the performance of a variety of pharmacy duties.</p> <p>Minimum Qualifications – A license to practice as a Registered Pharmacist issued by the California State Board of Pharmacy.</p>