San Bernardino County Jobs — Social Services Clerk — Los Angeles, CA, USA

Description

In social services, the **Social Services Clerk** career area focuses on service coordination, case records, and clear communication for people exploring **San Bernardino County** in **Los Angeles, CA, USA**. Work in this area can involve organizing service case paperwork alongside assisting with intake appointments, with attention to timelines and quality. A strong starting point is familiarity with human services, confidentiality, and well-organized digital records.

Responsibilities

- Organize service case paperwork.
- Assist with intake appointments.
- Maintain organized appointment, case, or service documentation as required.
- Communicate routine updates clearly while respecting personal-data privacy.

Qualifications

- Good service communication and awareness of privacy-conscious recordkeeping.
- Ability to work carefully with electronic forms and changing schedules.
- Practical familiarity with human services and confidentiality.

Experience

Hands-on experience with human services, records, or related support work is useful for this career path.

Skills

Human services, confidentiality, data entry, Social Services Clerk, Confidential information, service records, scheduling

Organization Website

Explore San Bernardino County career and organization information.

Hiring organization
San Bernardino County

Employment Type

Industry
Social Services

Job Location
Los Angeles, CA, United States

Date posted
November 9, 2026

Valid through
2026-11-27