

OFFICE CLERICAL/RECEPTIONIST

The Lake County Building Inspections Department is accepting resumes for an Office Clerical position. Successful candidate will have experience working in a fast paced environment with excellent communication and office skills. Applicant must have ability to communicate clearly and concisely both orally and in writing with homeowners, contractors, architects and engineers. Must have 5 years of increasingly responsible office experience involving public contact.

Responsibilities include permit and registration processing, maintaining legal documents, typing correspondence and filing, answering phone calls and assisting in scheduling inspections. Salary range \$12.85 - \$16.06 hr. Send resumes to Kelly Andino, Human Resource Administrator, 105 Main Street, Painesville, OH 44077, or Kelly.andino@lakecountyohio.gov by July 12, 2015.

EQUAL OPPORTUNITY EMPLOYER / M.F.H.V.