

## Assistant Clerk/Secretary

The Lake County Commissioners are seeking an experienced full-time assistant clerk/secretary for the administrative offices of the Commissioners. Under direction performs a wide variety of clerical, secretarial tasks in the Commissioners' office. Responsibilities include: preparing and maintaining official records of the Board of County Commissioners, compose resolutions to be acted upon at board meetings, preparing agendas, and scheduling and performing various administrative tasks as needed. Candidate will perform secretarial duties that require a high degree of confidentiality, have the ability to work under pressure of deadlines and the ability to exercise discretion. Computer skills including experience with Word and WordPerfect a must. The successful candidate must exhibit strong communication and composition skills, proofing and editing skills for professional business correspondence. Previous work experience in areas of public administration and public relations preferred. Strong interpersonal skills and high degree of phone etiquette and professionalism are required. Notary certification desirable. Salary commensurate with experience and qualifications. Candidates may send resumes and three (3) writing samples to the Lake County Commissioners' Office, Attn. Kelly Andino, Human Resource Administrator, 105 Main St., Painesville, Ohio 44077, by September 25, 2015.

EQUAL OPPORTUNITY EMPLOYER  
M.F.V.H.