



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Business/Records Clerk - Seasonal

The Lake County Department of Utilities is currently accepting applications for the seasonal position(s) of Business/Records Clerk. Job duties will include assisting the Administration Group with filing, indexing, shredding and disposing of confidential documents, type file labels, scan documents, sort or classify information, data entry and general office duties. Preferred skills include Microsoft Office applications, keyboarding, Business English, spelling and grammatical punctuation; organizational, accuracy, verbal and written communications, office procedures and equipment. Ability to display a high degree of discretion and confidentiality.

This is a temporary, full time, position beginning in May and extending through the end of summer. Applicants must be at least 18 years of age and have a valid Ohio driver's license. Salary is \$11.00/hr.

Send resumes to Kelly Andino at Kelly.Andino@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077 by February 16, 2018. Please reference job #2018-2.

**An Equal Opportunity Employer
M.F.H.V.**