

## OFFICE CLERICAL – PART-TIME

The Lake County Building Inspections Department are accepting resumes for the position of part-time, (20-30hrs), Office Clerical. 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. Starting salary \$13.39hr. Send resumes to William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, OH 44077, by March 23, 2012.

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