

SECRETARY - Engineering

The Lake County Department of Utilities is accepting resumes for the position of Engineering Secretary. The successful applicant will demonstrate knowledge in office procedures with a commitment to excellence in customer service. Preferred is a proven detail oriented self starter with good organizational skills, excellent written and verbal communication skills, excellent mathematical and proofreading skills, and professionalism. Must demonstrate proficiency in Microsoft Office including Excel and Word. Ability to multi-task, prioritize and meet deadlines, identify, analyze and solve problems, adapt to changing situations and work on a team. Background in construction/engineering/environmental/secretarial is preferred. Starting salary will be \$14.23/hour. Send resumes to William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, OH 44077 by December 22, 2011.

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