

SECRETARY/CUSTOMER SERVICE

The Lake County Department of Utilities is accepting resumes for the position of Secretary and Customer Service. The successful applicants 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. Two years experience in secretarial/customer service in a utility billing environment is preferred. Must possess a valid Ohio driver's license. Starting salary will be \$14.23/hour. Send resumes to William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, OH 44077 by May 18, 2012.

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