

COUNTY OF LAKE

COUNTY COMMISSIONERS:

Kevin D. Malecek Judy Moran Daniel P. Troy

DEPARTMENT OF JOB AND FAMILY SERVICES

177 MAIN STREET

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MATTHEW BATTIATO, Director

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Clerical Support Positions

The Lake County Department of Job and Family Services is accepting applications for full time positions for Clerical Support Staff in a shared clerical area. Duties include operating a multi-line switchboard with 800 - 1,000 incoming calls per week, acting as a receptionist in a setting with over 500 visitors per week, processing a large volume of incoming mail, utilizing digital imaging equipment to scan all incoming documents, pulling and retrieving files, filing documents. Must have clerical experience and experience working with the public. Must submit to drug testing, a BMV record check and a criminal background check.

Lake County Job & Family Services offers excellent benefits including medical/dental/prescription coverage, paid vacation, paid sick leave and tuition reimbursement. \$12.63 per hour starting, \$13.20 per hour after 180 day probation. Spanish speaking bilingual employees can earn an additional \$1.00 per hour.

To Apply:

Go to <http://www.lakecountyohio.gov/lcojfs/EmploymentwithLCDJFS.aspx> and complete the online application.

This is a continuous posting used to draw applications for positions that typically become vacant several times per year. When vacancies occur, applications already on file are reviewed to expedite filling the position.

