



## LAKE COUNTY DEPARTMENT OF UTILITIES

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Administration Division

### **Business/Records Clerk - Seasonal**

The Lake County Department of Utilities is currently seeking seasonal employment for the position 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. The hourly rate will be \$12.00 per hour. The typical work schedule will be Monday – Friday, 8:00am – 4:30pm.

Send resumes to Kelly Andino at [LCDUJobs@LakeCountyOhio.gov](mailto:LCDUJobs@LakeCountyOhio.gov), or 105 Main Street, Painesville, OH 44077 by April 1, 2023. Please reference job #2023-6.

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