

JOB POSTING

Commissioners' Office, Building Inspection Department Lake County, Ohio

Secretary 3 March 8, 2024

The Lake County Building Inspection Department is accepting resumes for a Secretary 3 position. Successful candidates 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. It is preferred if the applicant has 5 years of increasingly responsible office experience involving public contact. Knowledge of various Building Permit Software is a plus. Responsibilities include permit and registration processing, maintaining legal documents, typing correspondence and filing, answering phone calls and assisting in scheduling inspections. Starting salary is \$17.10 to \$19.11 per hour.

This position is eligible for a generous benefits package including: Public Service Loan Forgiveness (PLSF), Medical, Prescription, and Dental insurance, other ancillary insurance benefits, Ohio Public Employees Retirement System (OPERS) benefits, deferred compensation program, paid vacation, sick, and personal time, and paid County holidays.

Send resumes to Joel DiMare, Jr., Director of Administrative Services, joel.dimare@lakecountyohio.gov Applications due by March 22, 2024.

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.