

Secretary / Receptionist

The Lake County Commissioners are seeking a part-time secretary / receptionist (Secretary 3) for the County Dog Warden's Office. Under direction, performs a wide variety of clerical and secretarial tasks for the Dog Warden. Responsibilities include: providing customer service to all guests and visitors of the Dog Shelter, answer incoming phone calls and directing these phone calls to the proper personnel, opening and sorting mail, and scheduling and performing various administrative tasks as needed. Computer skills including experience with Word and Excel a must. The successful candidate must exhibit strong communication skills. Strong interpersonal skills and high degree of phone etiquette and professionalism are needed. Candidates may send resumes to the Lake County Commissioners' Office, Attn: Joel DiMare Jr., Director of Administrative Services, by email to joel.dimare@lakecountyohio.gov . Position open until filled.

Starting Pay: \$17.10 to \$19.11 per hour

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.