

JOB POSTING

Commissioners' Office, Building Inspection Department Lake County, Ohio

Part Time Secretary Receptionist

The Lake County Commissioners are seeking a part-time secretary receptionist for the Lake County Building Inspection Department. Under direction of the Office Manager, performs a wide variety of clerical and secretarial tasks for the Chief Building Official and staff. Responsibilities include: providing customer service to all guests and visitors of the Building Department, answering incoming phone calls and directing these phone calls to the proper personnel, opening and sorting mail, scheduling and performing various administrative tasks as needed. Computer skills, including experience with Word and Excel is a must. The successful candidate must exhibit strong communication skills, critical thinking skills and attention to detail. Strong interpersonal skills, a high degree of phone etiquette and professionalism.

Candidates may send resumes to the Lake County Commissioners' Office, Attn: Cesilia Soria Administrative Services Coordinator, by email Cesilia.soria@lakecountyohio.gov to by Sunday, May 3rd 2026.

Pay rate: \$20.08 per hour

Hours: 25hrs a week

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.