



Job Posting Secretary 2

The Lorain County Commissioners are accepting applications for the position of Secretary 2 within the Lorain County Workforce Development Agency.

Position Summary:

The successful candidate will perform routine administrative and secretarial duties to assist with the efficient operation of the agency and will work closely with the Adult Manager and Youth Program Manager in assisting with compilation of monthly reports, statistical charts, customer mailings, and other related duties as assigned.

The successful candidate will assist with other administrative duties, including registration of customers into orientations and workshops, providing back up support to front desk and other related tasks. The individual will be responsible for assisting with the scheduling of meetings and staffing the meetings to take notes and compose meeting minutes as required.

Qualifications Required:

Candidates must possess a High School diploma or GED supplemented by course work in the area of administrative office plus three (3) years of secretarial experience. Must be proficient in the use of personal computers and possess a working knowledge of current Microsoft Office products, including Word and Excel. Excellent oral and written skills required.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035.

Lorain County is an Equal Opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.