

Secretary 2

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

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 One Stop 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.

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.

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

Submission of the [County Employment Application](#) is required; electronic submission of this application and related documents is preferred. If it is not possible for you to submit them electronically, you can still fax materials to (440) 329-5459 (*ATTN: Brenda Varady*), or send them through traditional mail. Unless a specific contact is listed in the position details, please mail all general application materials to:

Personnel Dept. - ATTN: Brenda Varady
Lorain County Administration Building
226 Middle Ave., Fourth Floor
Elyria, OH 44035