



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

## JOB OPPORTUNITY #0101

To be posted Friday, March 19, 2021 until positions are filled

*Position:* **Summer Help - Temporary**

*Hours:* Varied

*Departments:* Maintenance - Water Resources - Archives/Records

*Compensation:* \$10.00 per hour first year  
\$10.25 per hour for returning for the second year  
\$10.50 per hour for returning for the third and subsequent years

*Definition:* Perform a variety of tasks relating to departmental functions; May be required to work outdoors; Performs other duties as assigned.

*Qualifications:* Self-motivated and enjoy working with the public. Must be 18 years of age or older to drive a county owned or leased vehicle and possess a valid driver's license with clear driving record. Proof of vehicle insurance required. Minor labor law restrictions apply.

### *Duties/Responsibilities/Abilities:*

Acceptable attendance and attire are required.

Ability to follow directions and safe work practices.

Ability to perform routine tasks on a continuing basis.

Ability to follow verbal and written instructions.

Ability to establish and maintain effective working relationship with co-workers and the general public.

### *Additional Requirements:*

Must pass (test negative) pre-employment drug test.

Criminal background check may be required depending on departmental functions.

Submit an *Application for Employment* to the Geauga County Commissioners, Attn: HR Administrator #0101, 470 Center Bldg. 4, Chardon OH 44024. Details and application at <https://co.geauga.oh.us/Notices/Jobs>.