



POSITION AVAILABLE:

Stockroom Clerk

POSTING DATE: Monday, September 13, 2021
DEADLINE TO APPLY: Friday, September 24, 2021; 4:30 p.m.
DEPARTMENT: Portage County Engineer
LOCATION: 5000 Newton Falls Rd. Ravenna, OH 44266
STARTING SALARY: \$21.81/hour
WORKING HOURS: 7:00 a.m. - 3:30 p.m. Monday - Friday
FLSA STATUS: Classified, non-exempt

The Portage County Engineer is accepting applications from persons interested in the full-time position of Stockroom Clerk. The selected candidate will be responsible for purchasing parts, materials, equipment and tools for construction and maintenance projects, recording, storing and distributing equipment and parts, and making pick-ups and deliveries of parts and equipment. Must possess ability to use the following equipment: light testers, meters, and various hand and power tools as well as possess average computer skills using word processing, spreadsheets, email, and other computer applications that are required for this position.

Minimum qualifications include training and/or work experience which indicates possession of the requisite knowledge, skills and abilities necessary in order to perform the job. Must have a valid Ohio driver's license and be a high school graduate. Work involves moderately complex, standardized tasks and performs heavy work which may occasionally require lifting up to fifty pounds. Successful applicant must pass a drug screen.

HOW TO APPLY:

THE COUNTY APPLICATION FORM, WHICH CAN BE DOWNLOADED FROM THE COUNTY WEBSITE (<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>), IS REQUIRED WHEN APPLYING FOR THIS POSITION. APPLICATIONS CAN BE EITHER FAXED, E-MAILED OR MAILED. YOU MAY ALSO PICK UP AND DROP OFF TO OUR OFFICE LOCATED AT:

PORTAGE COUNTY ENGINEER
5000 NEWTON FALLS ROAD
RAVENNA, OHIO 44266
E-MAIL: HRD@PORTAGECO.COM
FAX: (330) 296-2303

IN ADDITION, APPLICATIONS CAN BE PLACED IN THE LOCKBOX LOCATED AT THE MAIN OFFICE ENTRANCE OF OUR FACILITY.

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)