



**Human Resources Department**

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May 1, 2026

**INTERNAL EMPLOYMENT NOTICE**

**POSITION:** **ADMINISTRATIVE ASSISTANT (OFFICE SUPPORT SPECIALIST)**  
The current vacancy is a full-time position (37.5 hours a week) in the Lake County Health and Human Services Department.

**2025 SALARY:** \$21.79 - \$29.42 per hour

**CLOSING DATE:** **Friday, May 15, 2026; 4:00 p.m.**  
Memo of Intent must be received at Lake County Human Resources office by 4:00 p.m. on or before the posted closing date. No memos of intent will be accepted after the closing date unless postmarked that date.

**MINIMUM QUALIFICATIONS:**  
High school diploma or G.E.D.; 2 years administrative support or related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**  
Responsible for performing moderately involved clerical and administrative duties. Responsibilities may include collecting, preparing, and reviewing information; processing applications, forms, licenses, permits and other documents; maintaining records and related system or database; maintaining websites; preparing public communications including committee minutes; initiating, maintaining and updating client case documents in the database; processing eligibility applications for a variety of programs; generating and distributing caseload reports and compliance reports.

**WORK TEST PERIOD:**  
Appointee to the position must successfully complete probationary period per contract.

**PHYSICAL-MEDICAL STANDARDS:**  
Applicants must meet essential physical requirements of the position.

**VETERAN'S PREFERENCE:**  
Proof and claims for Veteran's Preference must be filed at time of application.

**NON-DISCRIMINATION:**  
Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.