



Human Resources Department

616 Third Avenue
Two Harbors, MN 55616
Phone: (218) 834-8323
Fax: (218) 834-8482
Website: www.co.lake.mn.us

October 25, 2024

EMPLOYMENT NOTICE

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

SALARY: \$21.16 - \$28.56 per hour

CLOSING DATE: **Open until filled; initial review due November 8, 2024**
Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

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.

BACKGROUND CHECK:
Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:
Applicants selected for appointment must take and pass a drug test.

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

EMPLOYMENT ELIGIBILITY VERIFICATION:
All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: www.co.lake.mn.us; or call (218) 834-8323.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

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.