

**LAKE COUNTY HUMAN RESOURCES
LAKE COUNTY COURTHOUSE
601 THIRD AVENUE
TWO HARBORS, MN 55616 (218) 834-8394**

November 2, 2018

EMPLOYMENT NOTICE

POSITION: DISPATCHER/JAILER

The current vacancy is for one part-time/on-call male position requiring 12-hour rotating shifts in the Lake County Sheriff's Office.

SALARY: \$19.14 – \$25.84 per hour

CLOSING DATE: **Open until filled; initial review November 19, 2018**

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

EXAM: Typing Test

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. and ability to type 25 wpm with 10 or less errors;
Applicant must be male - BFOQ (bonafide occupational qualification).

RESPONSIBILITIES:

Responsible for answering 911 emergency calls and dispatching appropriate personnel; and maintaining safety and security of inmates and a secure jail facility. Responsibilities may include answering emergency calls; tracking status of personnel on response calls; providing emergency information as necessary; conducting the booking process of inmates; performing searches and inspections of facilities and inmates; observing activities in person and through computers in the corrections facilities.

WORK TEST PERIOD:

Appointee to the position must successfully complete probationary period per contract.

BACKGROUND CHECK:

Applicants selected for appointment must pass a law enforcement background investigation.

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, 601 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.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

VETERAN'S PREFERENCE:

Proof and claims for Veteran's Preference must be filed with Lake County Human Resources at time of application.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer, providing a smoke-free environment. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status or status with regard to public assistance.