

**LAKE COUNTY HUMAN RESOURCES  
LAKE COUNTY SERVICE CENTER  
616 THIRD AVENUE  
TWO HARBORS, MN 55616 (218) 834-8323**

September 10, 2021

**EMPLOYMENT NOTICE**

**POSITION: GIS ANALYST**

The current vacancy is a full-time position in Lake County Information Technology Department.

**SALARY:** \$26.03 - \$35.14 per hour

**CLOSING DATE: Open until filled; initial review September 28, 2021**

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

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in GIS or related field and 2 years of related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Responsible for creating, updating, and managing Geographic Information Systems (GIS) data, maps, and applications for County use. Responsibilities may include administering GIS parcel data; assisting with County addressing; GIS support and troubleshooting; and creating GIS maps and data.

**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](http://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. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.