

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

November 12, 2021

**INTERNAL EMPLOYMENT NOTICE**

**POSITION: LEAD DISPATCHER/JAILER**

The current vacancy is for one full-time position, requiring rotating shifts, in the Lake County Sheriff's Office.

**2021 SALARY:** \$22.09 - \$29.83 per hour

**CLOSING DATE: Friday, November 26, 2021; 4:30 p.m.**

Memo of Intent to bid on this position must be received by Lake County Human Resources Department on or before the posted closing date. No bids will be accepted after the closing date unless postmarked by that date.

**MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D.; 3 years communications and corrections experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Responsibilities may include performing work of a dispatcher/jailer; providing guidance and trainings; evaluating employee performance; establishing and enforcing work procedures and processes; assisting with annual budget development; and assigning work.

**WORK TEST PERIOD:**

Appointee to the position must successfully complete trial 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 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.