

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

July 8, 2022

**EMPLOYMENT NOTICE**

**POSITION: INFORMATION TECHNOLOGY SPECIALIST**

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

**SALARY:** \$19.26 – \$26.00 per hour

**CLOSING DATE: Open until filled; initial review July 26, 2022**

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

**MINIMUM QUALIFICATIONS:**

Associate's degree in Information Technology or related field; 2 years related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Responsible for providing technical support for the County-wide computer hardware, software, database and telephone systems. Responsibilities may include installing software and hardware; creating system accounts; troubleshooting system problems; maintaining website and/or database; coordinating with vendors to maintain and enhance systems when necessary; providing technical trainings and support to employees; maintaining records and ensuring system security.

**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.