

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

November 17, 2023

EMPLOYMENT NOTICE

POSITION: ADMINISTRATIVE CLERK

The current vacancy is for one part-time (25 hours/week) position in Lake County Administration with primary assignment to Lake County Extension.

2023 SALARY: \$17.37 - \$23.45 per hour (2024 Salary: \$17.89 - \$24.15 per hour)

CLOSING DATE: Open until filled; initial review December 5, 2023

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.; or an equivalent combination of education and experience.

RESPONSIBILITIES:

Responsible for performing standard, transferrable, and procedure based clerical and secretarial duties by following established procedures. Responsibilities may include answering telephones; distributing mail; preparing forms; filing; preparing standard correspondence and reports; copying a variety of materials; entering, sorting, and verifying data; maintaining office supplies; performing receptionist activities such as directing the public and providing information; scheduling meeting and appointments; tracking work orders and related department activities; and sharing data on departmental website or bulletins; maintaining 4Honline.com, document preparation for 4H and Master Gardeners, and preparation for the County Fair and Mystery Garden Tour.

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.

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 (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.