



## Human Resources Department

616 Third Avenue  
Two Harbors, MN 55616  
Phone: (218) 834-8323  
Fax: (218) 834-8482  
Website: [www.co.lake.mn.us](http://www.co.lake.mn.us)

July 26, 2024

## EMPLOYMENT NOTICE

**POSITION: DISPATCHER/JAILER**

The current vacancy is for one full-time female position requiring 12-hour rotating shifts in the Lake County Sheriff's Office.

**SALARY:** \$24.42 - \$32.97 per hour

**CLOSING DATE:** **Open until filled; initial review due August 9, 2024**

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.

Applicant must be female - 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 criminal 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 and psychological 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); or call (218) 834-8323.

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

**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, marital status, gender identity, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.