



**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)

February 21, 2025

**EMPLOYMENT NOTICE**

**POSITION:** **HUMAN SERVICES SPECIALIST (FINANCIAL WORKER)**  
The current vacancy is for one full-time position (37.5 hours per week) in the Lake County Health and Human Services Department.

**SALARY:** \$23.47 - \$31.69 per hour

**CLOSING DATE:** **Open until filled; initial review due March 7, 2025**  
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.; 4 years administrative support or related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**  
Responsible for supporting clients by identifying community services and resources, and providing specialized information regarding clients' needs. Responsibilities may include providing information to participants; reviewing information and determining eligibility for public assistance programs; maintaining and coordinating the collection and maintenance of related files; identifying problems and providing solutions; and attending court hearings.

**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); 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 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.