



Human Resources Department

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

May 23, 2025

EMPLOYMENT NOTICE

POSITION: ASSISTANT COUNTY ATTORNEY

The current vacancy is for one full-time position in the Lake County Attorney's Office and is eligible for Benefits Package.

SALARY: \$37.36 - \$50.43 per hour; FLSA exempt

CLOSING DATE: Open until filled; initial review due June 6, 2025

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application. Provide a writing sample with application.

MINIMUM QUALIFICATIONS:

Juris Doctorate degree; and sufficient experience necessitated by the competency level of the position. Admission to the Minnesota State Bar.

RESPONSIBILITIES:

Responsible for providing legal advice, opinions and representing the County in court cases. Responsibilities may include interviewing clients; drafting legal documents; preparing cases for court; providing legal advice to various County staff; representing the County in court; handling appeals; negotiating client contracts; and providing legal training. Position primarily assigned to criminal cases.

WORK TEST PERIOD:

Appointee to the position is an at-will employee subject to the terms of the County Board Resolution #23041108 covering non-represented employees.

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; 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, 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.