



## 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)

June 20, 2025

## EMPLOYMENT NOTICE

**POSITION: ACCOUNTING TECHNICIAN**

The current vacancy is for one full-time position (37.5 hours a week) in the Lake County Auditor's Office and is eligible for Benefits Package.

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

**CLOSING DATE: Open until filled; initial review due July 4, 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.; 2 years accounting support or related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Responsible for performing medium complex property, accounting, and clerical duties related to keeping and adjusting property, financial and case records and accounts following standard accounting and related practices. Responsibilities may include verifying transactions; monitoring expenses and payments; reconciling accounts; preparing, reviewing, and submitting documents related to tax and/or property; maintaining department accounting records and database; and responding to a variety of inquiries about financial information. May be responsible for property tax collection, scanning, posting and balancing of property tax payments. Creation and maintenance of Confession of Judgment repayment contracts. Preparation and mailing of delinquent and confession of judgment notices. Assisting taxpayers and other parties with property tax, parcel of general information. Maintaining parcel records.

**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, Classification Specification, and Benefit Package 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; 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, 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.