



## 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)

April 3, 2026

## EMPLOYMENT NOTICE

**POSITION: HUMAN RESOURCES GENERALIST**

The current vacancy is for one full-time, confidential, position in the Lake County Human Resources Department and is eligible for Benefits Package.

**2025 SALARY:** \$31.89 - \$43.05 per hour

**CLOSING DATE: Open until filled; initial review April 17, 2026**

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

**MINIMUM QUALIFICATIONS:**

Associate's degree in Human Resources, Business Administration, or a related field; bachelor's degree preferred. Two (2) years of experience in human resources or a related administrative support role, or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Responsible for performing technical and administrative human resources functions in support of established policies, labor agreements, and applicable laws and regulations. Work involves applying defined procedures and guidelines across multiple HR functional areas, serving as a point of contact for employees, applicants, departments, and external entities, and exercising judgment in organizing work, applying rules to routine and non-routine situations, and identifying issues requiring review or escalation; policy interpretation, significant employee relations matters, and decisions with organizational impact are referred to higher-level human resources staff.

**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, Classification Specification, and Benefits 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; 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, 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.