



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 22, 2026

EMPLOYMENT NOTICE

POSITION: ELECTION SUPPORT SPECIALIST

The current vacancies are for two part-time 67-day temporary positions in the Lake County Auditor’s Office.

SALARY: \$20.50 per hour

CLOSING DATE: Open until filled; initial review due June 5, 2026

Applications must be on official forms. Election Judge Interest Form must be submitted with application. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

- At least 18 years of age
- Eligible to vote in Minnesota and declare political party affiliation
- Previous election judge experience is preferred but not required.

RESPONSIBILITIES:

Assist the Lake County Auditor’s Office with various administrative election activities including processing voter registration and absentee ballot applications, providing election information to the public; and service as an election judge during early voting periods; prior to the State primary and general elections.

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 may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; website: www.co.lake.mn.us; or call (218) 834-8323.

ACCOMMODATION:

Applicants who wish to request accommodation for the 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.