March 20, 2020

EMPLOYMENT NOTICE

POSITION: VETERANS SERVICE OFFICER
The current vacancy is for one full-time position in the Lake County Veterans Service Department.

2019 SALARY: $26.13 - $35.28 per hour

CLOSING DATE: Friday, April 3, 2020; 4:30 p.m.
Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Political Science or related field; 2 years related experience; or an equivalent combination of education and experience; a valid Driver’s license. Must meet the qualifications per Minnesota Statute §197.601: (1) a resident of the state of Minnesota; (2) a citizen of the United States; (3) and a veteran, as defined in §197.447. Must achieve and maintain certification as a VSO within one year of appointment.

RESPONSIBILITIES:
Responsible for directing the operations of the department. Responsibilities may include administering and coordinating the County’s veterans programs; developing community outreach to veterans; acting as a liaison to external veterans organizations; assigning and reviewing work of lower level support staff; scheduling support staff; developing veteran programs of the department; and requesting funds for programs.

WORK TEST PERIOD:
Appointee to the position must successfully complete 12-month probationary period per Minnesota Statute §197.60, subdivision 2.

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, 601 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.

ACCOMMODATION:
Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

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, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.