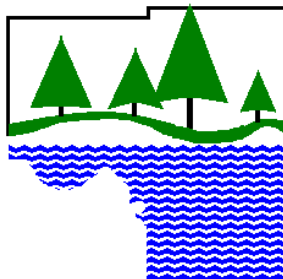


ITASCA COUNTY
CAREER OPPORTUNITIES
BULLETIN



www.co.itasca.mn.us

CLICK ON “EMPLOYMENT OPPORTUNITIES”

ITASCA COUNTY JOB ANNOUNCEMENT HOTLINE
1-218-327-7479
CAN BE ACCESSED 24 HOURS A DAY/7 DAYS A WEEK!

EQUAL OPPORTUNITY EMPLOYER
ITASCA COUNTY

***ITASCA COUNTY
GOVERNMENT***

Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

Itasca County, with a population of approximately 43, 000 is located in North Central Minnesota.

The county is the third largest in the state, approximately 3,000 square miles. There are 16 cities and 42 organized townships. Itasca County also has 20 public schools, as well as a community college.

We have 1,000 lakes and over 1,000 miles of snowmobile and skiing trails.

Itasca County offers great outdoor recreational opportunities, including skiing, camping, hiking, boating, hunting and fishing.

HOW TO APPLY

When applying for positions in Itasca County, a separate application must be completed for each position in which you are interested.

Employment applications are available:

Itasca County webpage:
www.co.itasca.mn.us

Itasca County Job Announcement Hotline:
[1-218-327-7479](tel:1-218-327-7479)

Administrative Services Department
[123 NE 4th Street](#)
[Grand Rapids, MN 55744](#)
[Monday-Friday, 8:00 am - 4:30 pm](#)

Mail or take your completed application to the address above, for the job for which you are applying.

Applicants can also fax their completed application to: [1-218-327-2848](tel:1-218-327-2848) IF a deadline date/time is quickly approaching and there is concern of missing that date/time. Original application must also be mailed as a follow-up to the faxed application.

Each applicant for a position with Itasca County shall make application on forms approved by the Coordinator. Applicants must comply with all requirements in any way affecting employment in the position for which they apply. The Coordinator may require the presentation of certificates, licenses, or other forms of evidence of special qualifications, when necessary. Fraudulent information on the application will be cause for dismissal of the applicant or employee, regardless of length of service and performance.

***RECRUITMENT, SELECTION
& APPOINTMENT***

Purpose. It is the purpose of recruitment to provide equitable and effective means for bringing competent employees into County service. The effective accomplishment of this purpose involves the following:

ITASCA COUNTY

- a. Public announcements of vacancies so that all who are interested may make application.
- b. Creation of tests and testing procedures in order to determine the ability of applicants to perform the work in a satisfactory manner.
- c. The certification of qualified applicants to fill vacancies.

In an effort to inform the public of jobs available in Itasca County Service, public announcements or advertisements of vacancies will appear in the official newspaper of the County (currently, GRAND RAPIDS HERALD REVIEW) and may appear in:

- a.) Other newspaper services (NOTE: would include county and non-county)
- b.) Minnesota Workforce Center, in Grand Rapids
- c.) Itasca County Health and Human Services Department
- d.) Itasca County Veterans Service Department
- e.) Leech Lake Reservation
- f.) Radio stations
- g.) Professional trade journals
- h.) Colleges and/or placement offices
- i.) Public and private employment agencies

Open Application Procedure for Worker's Compensation Claimants.

To allow disabled Itasca County employees to submit job application and go through necessary testing procedures AT ANY time without having to adhere to closing dates for job positions. Disabled employees are

defined as employees injured in work-related accidents and eligible for worker's compensation.

Upon completion of the application, testing, and job rating, the disabled employee's name would be placed on the eligibility register. The existing policy for the certification and appointment process would then be followed.

"Reasonable accommodation" will be made available to an eligible disabled employee to enable him/her to complete the job duties and assist in the accomplishment of restoring disabled employee to a productive work capacity.

It is the goal of Itasca County to restore injured employees to their fullest economic and productive capacity through various medical care benefits and rehabilitation services. This policy permits Itasca County to work with the claimant and the vocational rehabilitation consultant to place the employee in gainful employment.

"Reasonable accommodation" is defined as the modification of a job or the work place to enable a handicapped person to perform a job for which s/he is qualified. Reasonable accommodation should not have to result in an undue hardship.

The determination as to whether an accommodation is an undue hardship may be

based on:

1. the size of the program.
2. the type or composition of the program.
3. the cost and nature of the accommodation needed.

Generally, no accommodation that would

EQUAL OPPORTUNITY EMPLOYER

ITASCA COUNTY

require substantial alteration would be considered reasonable. Examples of reasonable accommodation: job restructuring, modified work schedules, part-time work, acquisition of special equipment, provisions of readers, or interpreters, etc.

Selection Process

Establishment of Lists

ELIGIBILITY LISTS. Eligibles will be ranked on the eligibility list on the basis of rating obtained in the competitive examinations; the names of eligibles shall be placed on lists in the order of their final rating beginning with the highest, except as modified by Veteran's Preference. If two or more persons have final ratings that are identical, their names shall be arranged on the register in the order in which their applications for employment were accepted. Remaining tie scores shall be broken by arranging names in alphabetical order. All eligibles shall be notified in writing of their eligibility. All ineligibles shall be notified in writing of their ineligibility. (All qualifications being equal, residents or employees of Itasca County shall be given preference over out-of-county persons; after hiring a non-county resident, the person shall not be required to become a resident, of the county except where the position requires immediate response.)

ABOLISHMENT OF LISTS

Eligibility lists shall remain in force for one year unless depleted before that time, or abolished by the Coordinator.

Depletion would occur if there was not a pool of qualified individuals on the list from

which to make a selection of the best fit for the job. The Coordinator may abolish the list(s) for any of the following reasons: direction of the County Board; change in personnel procedures.

The Coordinator may extend the length of applicability of eligible lists for an additional year if there is a sufficient pool of qualified individuals on the list from which to make a selection of the best fit for the job.

Removal from Lists

An applicant's name may be removed from a list of eligibles by the Coordinator for any of the reasons provided in this policy. Individuals removed from the list shall be notified in writing. Objections for removal may be appealed to the Personnel Board of Appeals.

Certification & Appointment Process.

The Coordinator shall refer finalists from an eligible list to the appointing authority.

The appointing authority shall select the candidate for the position.

Nepotism

Relatives of County department heads and their employees may not be employed, promoted, or engaged to perform services within the same department where one relative will or may exercise or directly influence the recruitment, employment, salary, fees or performance review of another relative except by a unanimous vote of the full Board. Relatives shall be defined as persons related by blood or marriage and include the following: spouse, parents, sons,

ITASCA COUNTY

daughters, brothers, step-children, sisters, grandparents, in-laws, uncles, nieces or nephews, or other relationships which may pose a conflict of interest as determined by the Coordinator.

- a. For the purpose of this section, the term by unanimous vote of the full Board shall mean all members voting in the affirmative except those members with which a conflict of interest may or would exist.

Notices

For a list of current job postings in Itasca County [Click Here](#).

EQUAL OPPORTUNITY EMPLOYER