



# **CUSTER COUNTY**

Human Resource Director

420 Mt Rushmore Rd.

Custer SD 57730

605-673-8134

[tholland@custercountysd.com](mailto:tholland@custercountysd.com)

**Custer County is accepting applications for a full time Deputy Auditor Administrative Clerk.**

**The position will report to the County Auditor and will be responsible for providing customer service at the counter as well as answering the phone and providing information requested. Performs clerical work such as routine office typing, keyboarding and clerical duties, maintain filing system, sorting, assembling and distribution of incoming mail and process outgoing mail. Process and send school, town, ambulance, fire and road district reports and make deposits; monthly cost adjustments; update and maintain inventory reports for all departments; assist with insurance claims including workman's compensation; register voters, process absentee ballots and help with elections. Minimum Qualifications: Knowledge of business English; of office practices and procedures; ability to understand and follow instructions; to operate common office machines; sufficient computer and typing skills.**

**Experience: Previous computer and clerical work desirable.**

**Starting pay \$14.17 plus benefits. Description of this job and a job application are available at <http://custercountysd.com/human-resources/> or by contacting Tim Holland HR Director 420 Mt Rushmore Road, Custer, SD 57730. This position will be open until filled.**

**Custer County is an equal opportunity employer.**