



Human Resource Director

420 Mt Rushmore Rd.

Custer SD 57730

605-673-8134

tholland@custercountysd.com

Custer County is accepting applications for a full time Office Coordinator position.

Custer County Highway Department is seeking applications for an Office Coordinator. The Office Coordinator is responsible for complex office duties and serves as an administrative assistant to the Superintendent. This position is responsible for accurately accounting for expenditures to keep the department within budget, maintains various reports, and keeps accurate ledgers. Associate's degree specializing in accounting, payroll, and personnel preferred. Two years' experience, or an equivalent combination of education and experience may be acceptable. Pay dependent on education/experience with a very competitive benefits package. Position description and applications are available at <http://custercounty.com/human-resourced> or by contacting Tim Holland, Custer County Human Resources, 420 Mt. Rushmore Road, Custer, SD 57730, 605-673-8134 or fax 605-673-8121.

Custer County is an equal opportunity employer.