



# USTER COUNTY

Seeking a stable office role with daytime hours, no weekends, and a strong benefits package? The Custer County Highway Department is currently accepting applications for a full-time Office Coordinator position. This is a key administrative role supporting the operations of the department and directly assisting the Highway Superintendent.

The ideal candidate will be organized, detail-oriented, and capable of managing a wide range of office responsibilities, including financial tracking, reporting, and maintaining departmental records. This position plays an important role in helping the department stay within budget and ensuring smooth day-to-day operations.

The position is full-time with county benefits, and the salary is dependent on qualifications and experience.

Position description is available below. Applications can be found on the Custer County website at: <https://www.custercountysd.com/employment/>

Or by contacting:

Amber Maidens

Custer County Human Resource Director

420 Mt Rushmore Rd, Room 228

Custer, SD 57730

Phone: 605-673-8134

Applicants must complete and submit a Custer County application. Applications will be accepted until the position is filled.

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

**POSITION TITLE:** Office Coordinator

**REPORTING TO:** Custer County Highway Superintendent

**SALARY:** \$17.77-18.58 Depending on Education and/or Experience

**HOURS:** 40 hours per week | 7:30AM-4:30PM | M–F

**LOCATION:** Custer County Highway Department, Custer, SD

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## **PURPOSE OF THE POSITION:**

The Office Coordinator provides administrative and clerical support to the Custer County Highway Department. This position is responsible for managing front office operations, maintaining accurate records, preparing departmental documentation, and facilitating communication between the department, the public, and county officials. The Office Coordinator ensures smooth day-to-day office functions in alignment with county procedures and regulatory compliance.

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## **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Serve as department receptionist by answering phones, greeting the public, and addressing routine inquiries.
  - Prepare and process claims, invoices, permits, purchase orders, and requisitions for review and approval.
  - Maintain and order office supplies; manage office inventory and track equipment.
  - Receive and record payments; handle accounts receivable and disbursements.
  - Draft and type memos, letters, and statistical or administrative reports.
  - Enter data into departmental software (such as equipment, and inventory systems).
  - Handle incoming and outgoing mail; distribute appropriately.
  - Maintain up-to-date records for licensing, insurance, and department equipment.
  - Promote and follow safety practices in all administrative duties.
  - Perform other duties as assigned to support departmental operations.
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## **PHYSICAL REQUIREMENTS:**

- Ability to sit, stand, walk, bend, and reach throughout the day.
  - Frequent use of hands for typing, filing, and handling documents.
  - Ability to lift and/or move up to 25 lbs. occasionally.
  - Visual acuity for reading documents and computer use.
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## **ABILITIES & SKILLS:**

- Strong organizational and time-management skills.
  - Clear and effective verbal and written communication.
  - Ability to work independently and as part of a team.
  - Professional demeanor when interacting with the public and colleagues.
  - Proficiency in general office equipment and computer software (including ability to learn Dware Systems).
  - Attention to detail and accuracy in data entry and recordkeeping.
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## **EDUCATION & EXPERIENCE:**

- High school diploma or GED required; associate's degree in accounting, payroll, or administrative support preferred.
  - Two (2) years of experience in an office or secretarial role, or equivalent education and experience.
  - Knowledge of modern office practices and technology.
  - Valid South Dakota driver's license preferred.
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**THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW OTHER INSTRUCTIONS AND PERFORM OTHER RELATED DUTIES AS ASSIGNED.**

Acknowledgement of the above:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_