



CUSTER COUNTY

Human Resource Director
420 Mt Rushmore Rd. Suite 228
Custer SD 57730
605-673-8134
amaidens@custercountysd.com

Looking for steady weekday hours with weekends and most holidays off?

This **part-time** Clerical Support – Public Health Nursing Services position offers daytime hours, county employment with a contracted assignment to the South Dakota Department of Health, and an opportunity to support essential public health programs in your community.

Custer County is currently accepting applications for a **part-time clerical support position** within Public Health Nursing Services (PHNS). This role is ideal for someone who is detail-oriented, organized, proficient with computers, and comfortable learning multiple software applications. Duties include clerical support, client communication, vaccination record management, and program documentation, with training provided through the Department of Health.

The ideal candidate will be a dependable team player with strong organizational skills, accuracy in recordkeeping, and the ability to adapt to program-specific requirements.

This is a part-time position with starting pay of **\$17.00** per hour. The employee is a county hire contracted to the South Dakota Department of Health.

To Apply:

Visit <https://www.custercountysd.com/employment/>

or contact:

Amber Maidens, Human Resource Director
420 Mt. Rushmore Road, Suite 228, Custer, SD 57730

Phone: 605-673-8134

Email: amaidens@custercountysd.com

Applications will be accepted until the position is filled.

Custer County is an Equal Opportunity Employer.

POSITION TITLE: Administrative Clerk – Public Health Nursing Services

REPORTING TO: Public Health Nursing Services / Department of Health

SALARY: Starting at \$17.00 per hour

HOURS: Part-time | 16 hrs/week | 8:00 AM – 5:00 PM | Tuesday & Thursday Each Week | 1-hour lunch

LOCATION: Community Health Office – 447 Crook Street, Custer, SD

PURPOSE OF THE POSITION:

Custer County is accepting applications for a part-time Clerical Support position contracted to the South Dakota Department of Health within Public Health Nursing Services. This position provides essential clerical and administrative support, ensures compliance with program requirements, maintains office organization, and assists in supporting service delivery to the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide clerical and administrative support for Public Health Nursing Services.
 - Call clients, schedule appointments, and provide follow-up communication as directed.
 - Update and maintain vaccination records in compliance with program requirements.
 - Maintain strict confidentiality in accordance with HIPAA regulations.
 - Track and manage vaccine inventory, reporting needs or shortages as required.
 - Utilize Microsoft Office and program-specific software applications.
 - Complete Department of Health general and program-specific trainings.
 - Participate in virtual informational meetings and updates related to service delivery.
 - Maintain the cleanliness, organization, and general upkeep of the Community Health Office.
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POSITION REQUIREMENTS:

Maintain required documentation for immunization compliance including:

- Two-dose series of MMR (or serologic proof of immunity) for staff born after 1956.
 - Current tetanus/diphtheria/pertussis (Tdap) vaccination.
 - Annual influenza vaccination.
 - Other required vaccines during outbreak situations, as directed.
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PHYSICAL REQUIREMENTS:

- Ability to sit, stand, walk, bend, and reach as needed.
 - Manual dexterity for computer and document-handling tasks.
 - Ability to lift/move up to 20 lbs. unassisted.
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ABILITIES & SKILLS:

- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office with ability to learn program-specific software.
- Attention to detail and accuracy in documentation.
- Strong communication skills and ability to follow program requirements.
- Professionalism, dependability, and confidentiality in handling sensitive information.

EDUCATION & EXPERIENCE:

- High school diploma or equivalent required.
 - Previous clerical or administrative experience preferred.
 - Experience in a healthcare or government environment is a plus.
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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: _____