



## CUSTER COUNTY SHERIFF'S OFFICE

SHERIFF MARTY MECHALEY

420 MT RUSHMORE ROAD, CUSTER, SOUTH DAKOTA, 57730

PHONE: (605) 673-8146 FAX: (605)673-8154



**01/07/2026**

### **Custer County Sheriff's Office Administrative Assistant / Civil Deputy**

**(Part-time 20-hrs a week)**

The Custer County Sheriff's Office is seeking an individual who is exceptionally well organized and possesses a strong knowledge of administrative level clerical work to include accounting, timesheet management, payables, and receivables. The candidate must be proficient in Outlook, Word, Excel, Access, PowerPoint, and other specific software utilized in law enforcement. The starting wage is \$21.84 an hour. Applications will be accepted until the position is filled. The closing date for applications is 01/22/2026

#### ***Essential Job Functions:***

- Ability to communicate effectively and calmly, courteously and clearly, both verbally and in writing, communicates with irate, hysterical, aggressive and/or abusive individuals while maintaining composure and attempting to verbally calm them.
- Processes applications for various permits; documents for service in support of civil process; fingerprinting of employees and the public and completing appropriate documentation.
- Receives and applies monies to proper accounts; disburses monies to plaintiffs on County/State warrants; collects monies, balances ledgers, and prepares deposit reports.
- Complies with departmental regulations, prepares and processes a variety of records and reports.
- Creates and maintains criminal record files; researches files and computer databases.

- Checks documents for validity and accuracy of information; collects, records, files and distributes related paperwork.
- Collects statistical data and compiles data for reports; updates and assures the accuracy of statistical database.
- Types and/or transcribes a variety of reports, documents, and other related departmental correspondence.
- Receives requests, and sends information to law enforcement officers, other agencies and jurisdictions.
- Bill Tracking: Scan and track all invoices and for the Sheriff's Office, update Sheriff on a regular basis.
- Bond Processing: Scan and process with appropriate charges.
- Processing and serving of Civil Paperwork: Prepare, serve, levy on property, process, and bill all Civil Paperwork; Distress Warrants, Execution, and conduct Sheriff's Sales.
- Concealed Weapon Permit Processing: Accept applications, process fingerprints when needed, process applications, mail out temporary permits, track receipts from the State.
- Criminal Activity Tracking and NIBRS Reporting: Review, track, and report crime related incidents, create year-to-date selected crime statistics and charts.
- Forms and Document Management: Create digital files for all paper documents via PDF files; create new forms as needed.
- Front Desk: Greet and assist all walk-ins at the front window; direct callers; take messages as needed.
- Reporting System: Keep system up-to-date with new information.
- Money Management: Track all monies in/out of the Sheriff's Office via spreadsheet; write checks and submit payments to the Treasurer or other Departments; maintain petty cash, Auditor, and Treasurer as required.
- Sex Offender Registry: Update online registry; maintain files; verify place of residency; submit reports as needed to the State's Attorney.

- Supply Management: track and order supplies for the Office; submit invoices for processing.
- Tracking and Reporting – Department of Public Safety: Maintain paper copies of all citations and warnings; keep spreadsheet up-to-date; report as needed; upload to data to the Department of Public Safety or Sheriff's Office reporting system.
- Work Release Program: Track for Clerk of Courts; work with participants to complete and return paperwork; reserve bracelets with Pennington County; track monies and receipts for participants; review invoices to ensure correctly billed.
- Performs other related duties as assigned.

***Physical Requirements:***

Reaching: extending hand(s) and arm(s) in any direction • typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling •  
Grasping: Applying pressure to an object with the fingers and palm • Talking: Expressing or exchanging ideas by means of the spoken word • Hearing: Perceiving the nature of sounds without major correction • Repetitive motions: Substantial movements (motions) of the wrists, hand and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting • Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work

***Minimum Qualifications:***

High School diploma or general education degree (GED) will be the minimum level of education that will be considered. • Must be 18 years of age and a U.S. citizen. Must not have any felony convictions and pass a comprehensive background check. • Ability to possess or be able to obtain a valid SD driver's license.

Applications are available on the Custer County website at <https://www.custercountysd.com/employment/> or by contacting Custer County Human Resource Director, 420 Mt. Rushmore Rd., Custer, SD 57730. Phone 605-673-8134. Applicants must fill out and submit a Custer County application and a State Law Enforcement Application. Custer County is an equal opportunity employer