



CUSTER COUNTY

Deputy Auditor - Administrative Clerk

Looking for work with daytime hours, no weekends, and most holidays off?

This full-time Deputy Auditor Administrative Clerk position offers paid leave, a comprehensive benefits package, and opportunities for professional growth in county government.

The Custer County Auditor's Office is accepting applications for a Deputy Auditor Administrative Clerk. The ideal candidate will be detail-oriented, organized, and able to work both independently and collaboratively while providing exceptional customer service. This position performs a variety of administrative, clerical, payroll, benefits, election, and financial support duties while assisting the County Auditor in the daily operations of the Auditor's Office.

Position Description is available below and application is available 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., Custer, SD 57730. Phone: 605-673-8134. Applicants must complete and submit a Custer County application. Applications will be accepted until filled.

Custer County is an Equal Opportunity Employer.

POSITION TITLE: Deputy Auditor Administrative Clerk

REPORTING TO: County Finance Officer

SALARY: 19.04

HOURS: 40 hours per week | 8:00 AM – 5:00 PM | M-F

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

The Deputy Auditor Administrative Clerk provides administrative, clerical, payroll, election, and customer service support for the Custer County Auditor's Office. This position assists with daily office operations, payroll processing, benefits administration, financial reporting, election administration, Commissioner meeting administration, records management, and public assistance while ensuring compliance with County policies and applicable laws.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide courteous customer service at the public counter, by telephone, email, and other forms of communication.
- Answer questions regarding County services, elections, tax districts, licenses, and general County procedures.
- Perform general clerical duties including typing, data entry, filing, scanning, copying, and maintaining electronic and paper records.
- Receive, sort, distribute, and process incoming and outgoing mail.
- Process deposits and prepare reports for school districts, townships, ambulance districts, fire districts, and road districts.
- Process monthly cost adjustments and maintain inventory records for County departments.
- Assist with payroll preparation, payroll data entry, leave tracking, benefit deductions, and payroll record maintenance.
- Process employee benefit payments and maintain benefit-related records and documentation.
- Assist with workers' compensation claims, insurance claims, and related administrative functions.
- Register voters, maintain voter registration records, process absentee ballots, and assist with election preparation and election-day activities.
- Prepare Commissioner meeting agendas and supporting documents.
- Attend County Commission meetings, record meeting minutes, prepare minutes for approval, and post approved agendas and minutes in accordance with South Dakota Open Meetings requirements.
- Maintain records retention and filing systems in accordance with County and State requirements.
- Assist with financial reports, reconciliations, and other Auditor's Office administrative duties.
- Collaborate with County departments, elected officials, state agencies, and members of the public.
- Attend training and professional development opportunities related to elections, payroll, finance, records management, and county government.

PHYSICAL REQUIREMENTS

- Must be able to sit, stand, walk, bend, kneel, and reach as needed.
- Manual dexterity is required for typing, data entry, report preparation, and handling documents.
- Must be able to lift/move up to 20 lbs. unassisted.
- Ability to communicate effectively both verbally and in writing.

ABILITIES & SKILLS

- Strong organizational and time management skills.
- Excellent customer service and interpersonal communication abilities.
- Ability to prioritize multiple assignments while maintaining accuracy and confidentiality.
- Strong attention to detail and recordkeeping skills.
- Proficiency with Microsoft Office Suite and general office technology.

- Ability to learn payroll, election, accounting, and records management software.
- Ability to understand and apply office procedures, policies, and applicable laws.
- Ability to establish and maintain effective working relationships with coworkers, elected officials, and the public.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required.
- Associate degree or coursework in Business Administration, Accounting, Office Administration, Public Administration, or related field preferred.
- Previous clerical, bookkeeping, payroll, customer service, or local government experience is preferred.
- Experience with Microsoft Office and office software is highly desirable.

WORKING ENVIRONMENT

- Most work is performed indoors in an office environment where interruptions and changing priorities are common.
- Occasional attendance at evening County Commission meetings and election-related activities may be required.
- Overtime may occasionally be required during elections, payroll processing, or other deadlines.

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: _____