



CUSTER COUNTY

Deputy Auditor – Elections & Road Districts

Looking for work with daytime hours, no weekends, and most holidays off? This full-time Deputy Auditor II position offers steady weekday hours, paid leave, a full benefits package, and on-the-job training!

The Custer County Auditor's Office is accepting applications for a full-time Deputy Auditor – Elections & Road Districts. This role is perfect for someone who is detail-oriented, organized, and ready to support a wide range of county operations, including voter registration, election coordination, commissioner support, financial tracking, and office administration. The ideal candidate is adaptable, dependable, and enjoys public service and teamwork.

This is a full-time position with benefits, and the starting wage is \$19.04 per hour.

To Apply:

Visit: <https://www.custercountysd.com/employment/> Or contact: **Amber Maidens**, Human Resource Director 420 Mt. Rushmore Rd., Suite 228, Custer, SD 57730 (605) 673-8134 | amaidens@custercountysd.com **Applications accepted until the position is filled.**

Custer County is an Equal Opportunity Employer.

POSITION TITLE: Deputy Auditor II

REPORTING TO: Finance Officer

SALARY: Starting at \$19.04 per hour

HOURS: 40 hours/week | 8:00 AM – 5:00 PM | Monday – Friday

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

Deputy Auditor II provides critical support to the Custer County Auditor's Office, managing voter registration, assisting with elections, providing administrative support to the County Commissioners, and handling a range of office and financial duties. This position ensures accurate recordkeeping, compliance with regulations, and quality service to the public.

PRIMARY DUTIES AND RESPONSIBILITIES:

Elections Administration

- Register voters and maintain voter records in the South Dakota Voter Information Portal.
- Process new and renewal voter registrations (online and in-person).
- Send, receive, and log absentee ballot requests and returns.
- Create and manage elections in the state election management system: set up races, add candidates, and generate ballots.
- Submit required legal notices to local newspapers and publish public election announcements.
- Order ballots and manage inventory of all election supplies.
- Coordinate logistics for elections (e.g., polling place setup, supplies delivery).
- Recruit, hire, and train 40+ election workers for county-wide elections.
- Train office staff in election procedures and equipment use.
- Program and test ballot tabulators and voting systems before elections.
- Report official election results to the Secretary of State.
- Maintain and archive accurate election records per legal retention requirements.
- Arrange travel, lodging, and conference registrations for staff and elected officials.

Road District & Commissioner Support

- Assist Road Districts with formation, boundary clarification, elections, and issue resolution.
- Provide administrative support to County Commissioners, including scheduling, meeting prep, and document processing.
- Track and maintain inventory of all county vehicles and titles.
- Coordinate with insurance providers to add or remove vehicles from coverage.
- Prepare and submit insurance renewal paperwork and manage ongoing communication with providers.

Administrative & Financial Support

- Provide excellent customer service at the counter and over the phone, assisting the public or routing calls as needed.
- Sort and distribute daily mail, meter outgoing mail for all departments.
- Maintain filing systems: scan, file, and retrieve physical and digital records.
- Order and monitor office supply inventory for the Auditor's Office.
- Compile and distribute monthly postage reports and other interdepartmental tracking spreadsheets.
- Assist with processing school and township fund apportionments.
- Support payroll processing and employee benefit enrollments.
- Assist Treasurer's Office by counting money and preparing financial reconciliation reports.
- Compose official correspondence, reports, and meeting minutes with precision and professionalism.
- Keep an updated job manual documenting duties and procedures.

PHYSICAL REQUIREMENTS:

- Must be able to sit, walk, stand, bend, kneel, and reach as needed.

- Manual dexterity required for typing, filing, and handling documents.
- Must be able to lift and move up to 25 pounds (election supplies, files).

ABILITIES & SKILLS:

- Excellent organization and multitasking abilities.
- Strong written and verbal communication skills.
- Accuracy in data entry and recordkeeping.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency with Microsoft Office Suite and ability to learn new software systems.
- Dependable, professional, and service-oriented mindset.

EDUCATION & EXPERIENCE:

- High school diploma or GED required; Associate degree preferred.
- At least 1 year of clerical or administrative experience; experience in government or elections is a plus.
- Customer service experience is highly valued.
- Knowledge of South Dakota election laws and road district procedures is beneficial.

WORK ENVIRONMENT & SCHEDULE:

- Standard office environment with frequent public interaction.
- Occasional evening or weekend hours may be required during election cycles.
- Full-time, Monday through Friday (8:00 AM – 5:00 PM), with paid holidays and leave benefits.

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: _____