

FULL-TIME POSITION ANNOUNCEMENT

Brown County Deputy Treasurer

Rate of Pay \$15.14

Vacation & Sick Leave SD Retirement

Closing June 8, 2018

Hours of Work 8a.m-5p.m. M-F

Start Date: June 25, 2018

ALSO PART-TIME POSITION ANNOUNCEMENT

Rate of pay \$15.41

Pro-rated vacation and Sick leave

Closing June 8, 2018

Hours of work 10:30a.m.-2:30 p.m.

Start Date: June 25, 2018

General Statement of Duties: Customer service as it relates to transactions of Motor Vehicle and Taxation in addition to general office duties.

Minimum Qualifications: Experience with Motor Vehicle titling/and or experience in Tax collection helpful. Knowledge of excel, word, and basic computer use, along with good accuracy in typing and adding machine use. The position requires excellent “people skills” to deal with customers who may be very irate.

For further information or to obtain an application, contact the Brown County Treasurer’s Office, 25 Market St. Aberdeen, SD (605-626-7133). Applications may be emailed to sheila.enderson@browncounty.sd.gov. Applications available on line at www.brown.sd.us.

Brown County is an Equal Opportunity Employer.