



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

HR
(605) 626-7115
FAX (605) 626-4010
www.brown.sd.us

FULL TIME POSITION

POSITION TITLE: MUSEUM OFFICE CLERK

DEPARTMENT: Dacotah Prairie Museum - consisting of the Museum Director, Full-time and Part-time Museum employees.

GENERAL DEFINITION OF WORK:

- Maintain the financial records of the Museum and Museum Foundation including accounts payable, accounts receivable, payroll and monthly account verifications.
- Attend and record minutes of monthly Museum and Foundation board meetings.
- Monitor and maintain office supplies inventory.
- Arrange and display Museum store merchandise
- Keep store merchandise area tidy.
- Take stock inventory.
- Requisition new stock.
- Must be able to work independently and communicate well with other employees, volunteers and the general public.
- Lead Museum tours, present programs.
- Coordinate Museum special events.
- Scheduling of volunteers for day-to-day duties and special events.
- Updating and keeping current a variety of social media accounts and creating marketing pieces for both the Museum and Granary Rural Cultural Center.
- Perform other duties as assigned, including notifying supervisor of concerns or issues.
- The position maintains a Monday – Friday 8:00am to 5:00pm schedule however some evenings and weekends are required on a rotating basis both at the Museum and Granary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting, data and administrative management practices and procedures.
- Knowledge of clerical practices and procedures.
- Computer skills and knowledge of office software packages.
- Knowledge of sales principles.
- Experience in a retail, customer service environment.

MINIMUM QUALIFICATIONS:

Post secondary degree preferred or equivalent, high school diploma required with five (5) years administrative and supervisory experience.

Ability to communicate.

Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small or large group situations.

Ability to do problem solving, analysis and assessment using sound judgment.

Ability to plan, organize and make decisions.

Ability to manage time and work with an attention to detail with a high level of accuracy.

Ability to delegate responsibilities such as gathering and monitoring information.

Ability to have initiative to perform tasks on your own.

Ability to collaborate with a team with integrity and adaptability.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Periodic travel may be necessary.
- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, 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, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.
- Must be able to lift and move objects up to 50lbs. for short periods of time (moving exhibit cases, setting up outdoor canopies, moving store merchandise and fixtures, etc.)
- Normal temperature working environment.
- Friendly, teamwork oriented work environment.

BROWN COUNTY DACOTAH PRAIRIE MUSEUM

Brown County is seeking a responsible individual for the full-time position of Dacotah Prairie Museum Office Clerk. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is \$15.39 per hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., June 24, 2019 to HR Office, 25 Market St., Aberdeen, South Dakota, 57401, fax (605) 626-4010, email Erica.Coughlin@browncounty.sd.gov Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.