

PUBLIC NOTICE
Employment Opportunity

The Douglas County Auditor is currently accepting applications for a full-time Deputy Auditor. Applicants must have strong communication skills and the ability to work well with others. This position requires attention to detail and the capacity to perform a wide variety of tasks. Duties include, but are not limited to payroll, governmental accounting, monthly reporting, and maintaining voter registration files. Accounting background, payroll experience and extensive computer knowledge are required.

Applicants must possess a high school diploma or GED Certificate. Wages dependent upon qualifications. Full Benefits package available.

To obtain an application, or for more information contact Phyllis Barker at phyllis.barker@state.sd.us or by calling 605-724-2423. The information can also be found at: douglas.sdcounties.org/employment, or by visiting the Auditor's Office on the 2nd floor of the courthouse.

Please mail completed resume, cover letter and application to:
Douglas County Auditor
PO Box 159
Armour, SD 57313

Douglas County is an equal opportunity employer

Published twice at the total approximate cost of \$_____

Douglas County

Job Description

Title: Deputy Auditor
Reports To: County Auditor
Classification: Nonexempt
Category: Full Time (40 hours per week)
Type: Hourly
Starting Wage: \$13.50

General Statement of Duties

Under direct supervision of the County Auditor, is responsible for performing clerical and fiscal duties.

Typical Duties and Responsibilities as Deputy Auditor:

- Assist the Auditor in the performance of statutory duties. Serve as Department Head in absence of the Auditor.
- Maintain good relations with the public, other governmental entities and other employees.
- Maintain personnel records.
- Process payroll on monthly basis.
- File quarterly reports.
- Complete year-end tax documents including W-2's and 1099's.
- Maintain records of all miscellaneous revenue.
- Maintain records of all property tax revenue.
- Review and verify all figures on bills submitted for payment. Prepare claims/ vouchers; Submit to Board of Commissioners for approval; pay bills.
- Enter bills into the system, print checks and distribute them appropriately.
- Apportion all tax collections to appropriate taxing districts.
- Balance daily with County Treasurer.
- Maintain computer records that pertain to Budget and Revenue accounts. Make manual entries when necessary.
- Ensure balance sheets and ledger sheets are in balance. Correct errors when necessary.
- Send monthly, quarterly, and yearly reports out to necessary departments.
- File Liens for Poor Relief/Court Appointed Attorney Fees and Jail Fees etc.

- Update voter registration files.
- Assist customers with absentee voting.
- Assist with set up and operate M100 counting machines.
- Assist with set up of Automarks.
- Enter voter history.
- Maintain Fixed Asset files for all departments.
- Balance Tax Accounty Record Monthly.
- Calculate monthly interest for all appropriate funds.
- Take Commissioner Minutes in absence of the Auditor.
- Attend necessary training seminars and workshops.

Minimum Qualifications:

1. High School Diploma or G.E.D. Certification.
2. Two (2) years of experience as a bookkeeper or secretarial position, or an equivalent combination of education and experience is preferred.
3. Knowledge of modern office practices, procedures, and equipment.
4. Knowledge of a 10 key calculator.
5. Knowledge of record keeping and filing procedures.
6. Ability to make mathematical computations accurately and quickly.
7. Ability to demonstrate good communication skills.
8. Ability to work well with others and get along with the general public.
9. Possess the ability to be bonded as an employee of Douglas County.

Nothing in this job description restricts Douglas County's right to assign or reassign duties and responsibilities to this job at any time.

DOUGLAS COUNTY
BENEFITS PACKAGE

HEALTH INSURANCE

- Wellmark BCBS Complete Blue 2800 PPO
- \$2800 Deductible/\$7,350 OPM
- \$35/\$70 copay
- County pays 100% of premium for single employee.

RETIREMENT

- South Dakota Retirement System.
- County matches 6%.
- Supplement available

LIFE INSURANCE/SHORT TERM DIASBILITY

- The Standard Insurance Company
- \$25,000.00 term policy paid 100% by county
- Additional Supplemental life available (employee paid)

VISION

- AVESIS Vision Insurance
- Employee paid- \$7.18/month for single

DENTAL

- Agility (by The Standard)
- Employee paid- \$33.04/month for single

VACATION/SICK LEAVE

- Start accruing immediately, cannot be used until after 6 month probation is complete.
- Earn 5 hours for every 100 hours worked.

DOUGLAS COUNTY Application for Employment

Douglas County is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the Douglas County Auditor.

Applicant Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime, if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by Douglas County? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you ever been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

Drivers license number (if driving is an essential job duty): _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed from: _____ to: _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed from: _____ to: _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed from: _____ to: _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employment History (continued)

Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed from: _____ to: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Other: _____

References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers):

I hereby authorize Douglas County to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Douglas County and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or Douglas County can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of Douglas County not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature

Date