

Position Announcement

Secretary/Highway Office Manager: Deuel County - Clear Lake, SD

WANTED: Deuel County is now accepting applications for a full time position as Secretary/Office Manager for the Highway Department. High School diploma or GED is required. Computer knowledge is required along with good people skills. Basic knowledge of Word & Excel is desired. Knowledge of cost accounting and accounts payable is helpful. Starting wage is \$12.25 hr. Benefits will include insurance, South Dakota Retirement, vacation and sick leave. Application deadline is Friday April 7 at 5:00 p.m.

Applications may be obtained from and should be returned to:

Deuel County Auditor's Office
Attn: Pam Lynde
P.O. Box 616
Clear Lake, South Dakota 57226
605-874-2312

Deuel County is an Equal Opportunity Employer.