

JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT AUDITOR

The Charles Mix County Auditor's Office has an opening for a full time Administrative Assistant. We are looking for a responsible, highly motivated, self-starter who is interested in a rewarding and challenging position.

- Computer skills are required along with experience in accounting, payroll, and/or billing.
- Willing to work in a fast-paced, busy office environment and possess good public relation skills.
- Capable of working with confidential information.
- Performs general clerical work, maintains files and records, also provides support with the voting process.
- Free Health Insurance
- 6% Retirement Match
- Hours 8-4:30 M-F – No Weekends
- 14 Paid Holidays – 6 Paid Vacation Days – 12 Paid Sick Days
- Starting wage - \$16.00/hour

Contact the Auditors' Office for an application at (605) 487-7131 or send a cover letter and detailed resume to Charles Mix County Auditor, PO Box 490, Lake Andes, SD 57356. A copy of the application is also available on our website at <http://charlesmix.sdcounties.org/>

Open until filled.

Charles Mix County is an Equal Opportunity Employer