

Chief Deputy Treasurer HUGHES COUNTY

Hughes County is currently accepting applications for the position of Chief Deputy Treasurer. This is a full time position and has a full range of benefits, including health & life Insurance, retirement, and paid vacation and sick leave.

Qualifications:

Graduation from High School and increasingly responsible bookkeeping or secretarial work experience or an equivalent combination of education and experience.

The applicant must be able to operate standard office equipment, prepare documents, and draft correspondence. They must possess excellent public relations and organizational skills. Applicant should be able to work with little supervision and be flexible. Applicant must have good working knowledge of computers and have strong bookkeeping skills.

Knowledge of real estate taxes, motor vehicle licensing and supervisory experience would be helpful.

Closing Date: Open until filled.

Starting Salary will be \$18.45 to \$22.47, depending on qualifications.

For an application packet including a full job description contact your local Department of Labor or Jane Naylor at 104 E Capitol, Pierre, SD 57501. Phone 605-773-7451.

Applications should be returned to: Jane Naylor, Finance Officer, 104 E. Capitol, and Pierre, SD 57501

Equal Opportunity Employer

October 2013

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