

**GRANT COUNTY
JOB OPENING OPPORTUNITIES**

JOB TITLE: **Full-Time Deputy Auditor**

CLOSING DATE: Open until filled

STARTING WAGE: \$20.05

JOB DESCRIPTION: The successful applicant must have a strong knowledge of accounting practices. Responsibilities will include financial reports, payroll processing, budgeting, annual report, assisting with elections, passport processing and any other duty as assigned. This position works closely with the Auditor to ensure accounting policies and internal control procedures follow legislative audit practices.

The ideal candidate should have a working knowledge of office practices with a minimum of a high school degree. Proficient with Microsoft Office, especially Word and Excel. Must be organized, detailed oriented and a self-starter. Ability to complete tasks accurately, on time and with minimal supervision. Strong written and verbal communication skills, problem solving skills and keyboarding skills. Must be able to maintain confidentiality.

This position will qualify for the county's benefit package. Starting wage is \$20.05 with an increase at 6 months and 1 year. If interested in the position, applications are available at www.grantcounty.sd.gov or the Auditor's Office to be included with your resume. The completed application and resume may be emailed to kathy.folk@grantcountysd.us or mailed to: Grant County Auditor, 210 E 5th Ave., Milbank, SD 57252. Position is open until filled.

Grant County is an equal opportunity employer.

JOB TITLE: **Blade /Heavy Equipment Operator**

CLOSING DATE: Open until filled

STARTING WAGE: \$21.30

JOB DESCRIPTION: Duties include the operation of a motor grader or other heavy equipment to maintain county gravel roads and all other duties as assigned.

REQUIREMENTS: Valid SD driver's license. A valid Commercial Driver's License (CDL) or the ability to obtain one within 6 months. High school diploma or GED and one year maintenance experience preferred, or any such combination of education, training, and experience. Must be able to lift a minimum of 25 lbs.

40 hours per week with full benefits of health insurance, vision insurance, retirement with an employer match, vacation, sick leave and 11 paid holidays.

Applications are available online at: www.grantcounty.sd.gov or at the Grant County Highway Office. Grant County Highway Supt., 47789 151st St., Milbank, SD 57252. Phone 605-432-5861

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