

**Position: Temporary Part-Time Clerk**  
Reports to: Butte County Treasurer

**Summary of Duties:**

The Treasurer Clerk will be responsible for maintaining answering phones, assisting customers, and other tasks as assigned.

Salary: \$ DOE  
Hours/Week: 20 hours Mon-Fri

Education Required: GED/High School Equivalent

**Abilities/Skills:**

Successful applicant will have good oral and written communication skills, will be able to answer phones and assist customers always in a professional and friendly manner and other duties as directed by the Treasurer. The successful applicant will be required to learn the SD Cars Titling and Registration System and the Incode Property Tax and Cash Receipting System. Must be able to handle confidential information, be organized, hardworking, punctual and trustworthy. This position requires standing for long periods of time. Being a team player is a must for this position. Must be willing to learn and must have a positive attitude as we take great pride in customer service.

Benefits: None

Applications may be picked up at the Auditor's office at the Butte County Administration building 117 5<sup>th</sup> Ave, Belle Fourche, SD 57717.

Interested individuals can apply by the submission of an Application, Resume and Cover Letter addressed to the Butte County Treasurer, Attn: Debbie Lensegrav, 117 5th Avenue, Belle Fourche, SD 57717. Phone 605-892-4456.

***Butte County is an Equal Opportunity, Affirmative Action Employer.***