

**Lake County, South Dakota**  
**POSITION DESCRIPTION**  
**Deputy Auditor II, Lake County Auditor's office**

**OVERALL FUNCTIONS:**

This position is responsible for accounts payable, county lien activity, fixed assets/inventory and general journal/ledger activity in the Lake County Auditor's office.

**NATURE AND SCOPE OF JOB**

This is a full-time position. One of two deputies reporting to the Auditor.

**MINIMUM QUALIFICATIONS**

Graduation from high school or GED equivalent  
Two (2) years administrative assistant experience

**PREFERRED QUALIFICATIONS**

Associate degree in business or experience in governmental accounting

**SPECIFIC RESPONSIBILITIES AND DUTIES**

**ACCOUNTS PAYABLE--**Responsible for all duties involved with accounts payable including voucher preparation; computer entry of vouchers; running warrants on printer and check signer; mailing warrants, and prepares the state remittance voucher before the 15<sup>th</sup> of each month.

**GENERAL JOURNAL/LEDGER--**Manually posts miscellaneous receipts, property taxes and special assessments, and accounts payable disbursements to the manual general ledger at the end of each month, enters journal entries as needed for contingency transfers, cash transfers, supplements to the budgets, and prepares a cash sheet

**COUNTY LIENS—**Responsible for all duties involved with county liens including preparing manual and interface reports, notifying other counties of liens, preparing report for the Register of Deeds, and answering the questions of the lienholders

**FIXED ASSETS/INVENTORY LISTING--**Maintains fixed assets and inventory sheets for the entire county, prepares inventory sheets for departments at yearend, and prepares the annual liability insurance renewal report

**ELECTION DUTIES/VOTER REGISTRATION—**Assist voters with registration and absentee voting, operate the ballot tabulator for all elections, file voter cards, and after an election scan bar codes for date last voted in Totalvote

**MISCELLANEOUS DUTIES—**Responsible for all duties with the postage meter, counts the treasurer's cash at the beginning of each month, distributes mail and meters auditor's office mail, answers telephone, greets visitors and provides them information and assistance; changes the backup tape daily for the IBM server, assist the deputy auditor, auditor and commissioners as needed

**DESIRED MINIMUM QUALIFICATIONS**

**1. KNOWLEDGE, SKILLS AND ABILITIES**

- a. Ability to prioritize tasks
- b. Ability to understand and follow written and oral instructions
- c. Ability to maintain confidentiality
- d. Ability to operate a personal computer with reasonable speed and accuracy;

- e. Ability to work on multiple tasks within the same time frame, paying close attention to detail;
- f. Ability to communicate effectively orally and in writing;
- g. Ability to establish and maintain effective working relationships with employees, other agencies, and the public;
- h. Ability to maintain a professional appearance and demeanor.

**2. PHYSICAL REQUIREMENTS/WORK ENVIRONMENT** (The physical demands, mental/motor demands, and work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- a. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
  - 1. Sitting, talking, hearing, and use of hands to finger, handle or feel items, write, read, and keyboard for extended periods of time
  - 2. Utilizing specific vision abilities, including close vision and color vision for extended periods of time
  - 3. Standing, walking, reaching with hands and arms, and climbing up and down the stairs frequently
  - 4. Lifting and/or moving up to 10 pounds frequently
  - 5. Stooping, kneeling, crouching or crawling, and driving a vehicle occasionally
  - 6. Tasting or smelling, and climbing or balancing infrequently
  - 7. Lifting and/or moving up to 40 pounds infrequently
- b. Ability to adapt to the mental/motor demands of this position, which may include the following:
  - 1. Ability to participate in social interactions, which requires both oral and written communications, for extended periods of time
  - 2. Ability to frequently work within time constraints, maintain a routine workflow and attentiveness
  - 3. Ability to frequently use mathematics, memory, reasoning, problem solving, and exercise judgment
- c. Ability to adapt to different work environments, which may include the following:
  - 1. Working indoors and independently for extended periods of time
  - 2. Working with others and around others frequently
  - 3. Working within a moderate noise level frequently
  - 4. Working outside the normal office setting infrequently

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I have read and understand these responsibilities.

---

Employee Date

---

Department Head / Commissioner Date