



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Deputy Treasurer

Treasurer

Wage: \$21.50/ hour

Opening date: 03/23/2026

Closing date: 04/05/2026

### JOB SUMMARY

This position provides clerical and customer service support for the operations of the Treasurer's Office.

### MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Processes registration renewals, title transfers, handicap permits, temporary vehicle permits, etc.; orders special license plates; issues refunds for commercial plates; completes sales tax refund forms and tax freeze forms.
- Receives and processes property tax payments.
- Receives and processes payments for poor relief, attorney fees, plat books, weed and pest spraying, and solid waste violations.
- Notes and releases liens on motor vehicles and watercraft; coordinates with banks to resolve lien issues.
- Processes mobile home title transfers and affidavits for proof of taxes paid; calculates pre-paid mobile home taxes; issues moving permits; enters new owner information into database.
- Scans documents.
- Balances motor vehicle paperwork and daily fees.
- Maintains stock inventory and reorders as needed.
- Alphabetizes, folds, and prepares tax bills for mailing.
- Processes daily mail.
- Runs previous day tax and motor vehicle reports.
- Reviews and processes payroll timecards.

Equal Opportunity Employer

- Sets up electronic transfers for the payment of property taxes.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of bookkeeping and accounting procedures.
- Knowledge of state tax laws.
- Knowledge of state motor vehicles laws and regulations.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the accurate handling of cash, check, and credit card payments.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, printer, and copier.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Chief Deputy Treasurer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include South Dakota codified laws and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. The unique needs of each customer contribute to the complexity of the position.
- The purpose of this position is to provide clerical and customer service support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other county employees, representatives of state agencies, bank staff, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

## APPLY BY

Submit Brown County application or resume to:

Brown County

Human Resources

25 Market St.

Aberdeen, SD 57401

Fax: 605.725.2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)

Email: [Allison.Tunheim@browncounty.sd.gov](mailto:Allison.Tunheim@browncounty.sd.gov)