

Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Deputy Auditor (Part-Time)

Auditor
Wage: $24.44/ hour

Opening date: 11/10/2026
Closing date: Open until filled

JOB SUMMARY

This position performs a variety of financial, administrative, and elections functions in support of the operations of the Auditor/Welfare Office.

MAJOR DUTIES

- Reviews accounts payable for county departments.
- Receives lien and alcohol licensing payments.
- Assists with updating county property insurance; submits claims for accidents and property damage.
- Assists with the updating and ongoing maintenance of county inventory records.
- Assists with the election process, including but not limited to absentee balloting, data entry, filing, and the operation of optical scan and electronic voting equipment.
- Registers voters and assist with maintaining the master voter registration files.
- Conducts absentee voting in accordance with state law.
- Serves as a resource for the public and other agencies by providing accurate information and assistance through various forms of communication, including telephone, email, mail and direct contact.
- Provides assistance and support to other department deputies as needed.
- Performs any other general office duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of bookkeeping and accounting procedures.
- Knowledge of accounts payable principles and practices.

- Knowledge of laws and policies governing the assignment and payment of liens.
- Knowledge of state reporting requirements.
- Knowledge of election laws.
- 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 maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, copier, 10-key machine.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Auditor assigns duties with general instructions and will do spot-checks on 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 bookkeeping, administrative, and election duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to provide support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, attorneys, voters, representatives of other city and county governments, school district representatives, elected and appointed officials, 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, walking, bending, crouching, reaching, or stooping. The employee occasionally lifts light and heavy 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 or GED.

- 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.

- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

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
Email: Allison.Tunheim@browncounty.sd.gov