



Brown County

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

Temporary Office Worker (Part-time)

Register of Deeds

Wage: \$21.50/hour

Opening date: 04/20/2026

Closing date: Open until filled

JOB SUMMARY

This position assists in clerical duties as required and assigned.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Scans old real estate documents that have been recorded and filed.
- Processes incoming and outgoing mail.
- Collects required fees for services.
- Locates records and prepares copies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Register of Deeds 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.

Equal Opportunity Employer

GUIDELINES

Guidelines include South Dakota codified laws and state statutes, Department of Health regulations, 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 administrative and customer service duties. The variety of documents contributes to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, attorneys, paralegals, vendors, representatives from state agencies, other county personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401
Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov

