

Now Hiring: County Administrator/Commission Assistant

Location: Grant County, South Dakota | Status: Full-Time, Exempt

Grant County is seeking an organized, community-focused professional to support the County Commission and help drive effective governance and public service. Primary duties include administrative support, management of building and ground maintenance staff, HR oversight, IT coordination.

Qualifications: High School Diploma or GED required (Bachelor's preferred); 5+ in administration or HR; strong communication and organizational skills.

Make a difference in your local government! Competitive salary + benefits.

Grant County is an Equal Opportunity Employer.

Submit your resume and cover letter to: natalie@multi-business-solutions.com by November 14th at 5:00pm to be considered for this position.

Now Hiring: Deputy Register of Deeds

Grant County is accepting applications & resumes for the position of Deputy Register of Deeds. This position is 40 hours per week with a starting wage of \$21.95 per hour and qualifies for the county benefit package.

Graduation from high school or GED certificate and continued education in business courses or prior office work experience is required. General knowledge of legal descriptions, computer skills with proficiency in Microsoft Word, Excel, Outlook & QuickBooks, along with attention to detail, accuracy, great customer service, office equipment use & ability to prioritize workload are essential for this position.

If you enjoy the history of Grant County and desire to help document and preserve the records this position is for you. Applications may be obtained at www.grantcounty.sd.gov or picked up at the Grant County Register of Deeds Office, 210 E 5th Avenue, Milbank SD. A completed application & resume may be returned to registerofdeeds@grantcountysd.us or mailed or dropped off at the Register of Deeds Office.

The position is open until filled.

Grant County is an equal opportunity employer.