Administrative Assistant I Position

The Davison County Department of Equalization is accepting applications for a full-time Administrative Assistant I position. Starting pay of **$16.12** per hour with full benefit package available. Candidates should be detail orientated and possess strong mathematical skills, be familiar with the layout of Davison County, knowledge of reading plats and maps, computer knowledge and ability to work well with the public. Application and job description are available at and may be returned to Kathy Goetsch, Director, Davison County Equalization, 200 E 4th Avenue, Mitchell SD. Office hours are Monday – Friday 8:00 a.m. – 5:00 p.m. A resume with cover letter along with completed application is requested. Application deadline – when position is filled. E.O.E

I propose to start the new hire for the Admin 1 position at $15.58 per hour, upon 90 days if the person is fitting well to the position, they would increase to $16.08 but to equalize the pay to the starting pay for 2018 for Admin 1 it would be $16.12. The math between the change of both positions would be as follows……