Administrative Assistant II Position

The Davison County Department of Equalization is accepting applications for a full-time Administrative Assistant II with starting pay of $12.50 per hour and full benefit package available. Individual will be responsible to assist the public, answer telephone, filing, and general computer work. Knowledge of Word and Excel programs helpful. 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