**Clerical/Secretary:**

The Fall River County State’s Attorney’s Office is accepting applications for a permanent full-time clerical/secretary. Applicant must have excellent customer service, computer, and typing, written and verbal communication skills. Preferred if applicant is familiar with Microsoft Office, Word, Excel, PowerPoint, etc. Work day is 8:00am to 5:00pm Monday through Friday. Starting Salary is $9.50/hour. Position has full benefits: health insurance, SD retirement, annual & sick leave. Submit applications to the State’s Attorney, 906 N. River St. Ste. 301, Hot Springs, SD. ***Position******open until filled.***