

Fall River County Register of Deeds Office

Administrative Assistant

Salary: \$16.75 – \$17.75 per hour (depending on experience)

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m. (overtime as needed)

Location: Fall River County Courthouse

General Statement of Duties

Under the supervision of the Registrar and Deputy Registrar, the Administrative Assistant performs a variety of clerical and administrative duties including, but not limited to:

- Issuing certified vital records
 - Reviewing, entering, and verifying legal documents for recording
 - Indexing documents against legal descriptions
 - Providing customer service in person and over the phone
 - Handling cash transactions and maintaining accurate records
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Minimum Qualifications

- High school diploma or GED required
 - Experience working with legal descriptions preferred
 - Experience handling cash and basic accounting preferred
 - Strong computer skills, including data management, Microsoft Word, and Excel
 - Excellent communication and interpersonal skills
 - Ability to work effectively with co-workers and the public
 - Ability to handle sensitive and confidential information
 - Strong organizational skills and attention to detail
 - Ability to work independently and manage time effectively
 - Ability to prioritize tasks and multi-task in a busy office setting
 - Ability to lift to 30 pounds
 - Ability to sit for up to 8 hours per day
 - Ability to take direction and seek clarification when needed
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How to Apply For additional details about this position, please visit:
www.fallriver.sdcounties.org
or call 605-745-5139.