

## **Jobs in Hand County**

(As of 9-19-2022)

### **ADM SEASONAL SCALE CLERK**

This is a part time hourly position based in Miller, SD.

**Assignment** Potential assignments may include, but are not limited to:

- Weigh trucks
- Grade grain
- General office duties (i.e. - answer phones, file paperwork, data entry)
- Provide superior customer service to ADM customers and visitors

### **Qualifications**

To be considered for an opportunity, candidates must meet the following criteria:

- Commitment to ADM's goal of achieving a zero injury culture; understand and follow company safety procedures
- High school education or equivalent
- Exhibit regular and prompt attendance
- Able to meet physical requirements of the position including, but not limited to: prolonged periods of standing and sitting, prolonged periods of using a telephone, bending, kneeling, lift storage boxes
- Willing to work overtime and weekends
- Demonstrate initiative to work independently while flexible enough to work in a team setting
- Exhibit a professional image at all times; maintain a positive and respectful attitude
- Computer skills are a must; previous experience with data entry using Microsoft Word & Excel is preferred
- Previous experience with office equipment such as copier, fax machine, etc.

Apply here:

[https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25416&siteid=5998#jobDetails=3054353\\_5998](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25416&siteid=5998#jobDetails=3054353_5998)

## **American Bank and Trust- NEW JOB POSTING**

Universal Banker

- Process basic customer deposits/withdrawals following bank cash handling procedures.
- Prepare wires and money orders for customers following bank procedures.
- Maintain sufficient cash drawer funds to provide timely customer service and balance the drawer and day's transactions according to policies.

- Open and close all forms of deposit accounts, including checking, savings, certificates of deposits, IRAs, etc.
- Process debit/ATM card requests – activate, close, delete, hot card, research customer issues and review reports.
- Process night deposit bags and envelopes, reconcile and balance daily transactions through proof system, and assist customers with account maintenance as needed.
- Assist with ATM filling and balancing, allow access to safety deposit boxes as needed.
- Be on the alert for all fraud including stop payments, kiting suspects, and check alerts.
- Make calls to customers as needed to meet their needs, promote products and thank them for their business.
- Maintain risk related files including dormant, negative, and write off accounts, and Money Service Business, Cash Management, Merchant Source Capture, and Consumer Source Capture customers.
- Providing support to lenders including ordering Title Insurance, pulling credit bureaus, UCC searches, and original flood searches. Complete Certificate of Good Standing.
- Fund Commercial/Ag loans when loan tickets are required, including loan closing costs and fees paid by check.
- Submit request and documents for tickler maintenance to servicing center.
- Scan file documents. Maintain original signed Notes & CREM's. Email reviewed loan worksheets and loan doc requests to Loan Servicing Center. Review all documents in coordination with the loan officer prior to signing.
- Send out renewal loan packets.
- May be called on to complete consumer loan documents.
- Assist with loan customer phone calls and the branch level.

To apply and learn more, go here:

<https://recruiting2.ultipro.com/AME1110AMBT/JobBoard/88174032-a6be-4582-96fc-833b3790b2a8/OpportunityDetail?opportunityId=906b85d4-0366-4800-adfd-edc9d1079868>

### **Avera Hand County Memorial Hospital and Avera Medical Group Miller**

They are looking to add a dedicated, caring individual to our team. If you are interested, visit [Avera.org/careers](https://www.avera.org/careers) for more information or to apply!

#### **DT-Trak-**

Administrations Operations/ HR Manager

Full Time- 40 Hours Per Week

Managing the employee life cycle, assuring end-user satisfaction and facilitating employee benefits via benefit company. Manage daily activities, including staffing, scheduling, and employee interactions. Assist in coaching and educating employees

and staff as it relates to job performance.

Very competitive pay. Comprehensive benefit package. Learn more here [information@dt-trak.com](mailto:information@dt-trak.com)

### **ELO- NEW JOB POSTING**

Client Accounting Services Associate and a Tax Preparer to join the team at ELO. If you are interested in full-time, part-time, or seasonal work, please reach out to Kayla Stevens at 605-871-3806.

They are also accepting internship applications!

### **Hand County Deputy Treasurer- NEW JOB POSTING**

Deputy Treasurer Hand County, Miller, SD (posted on website 9/21/22) Full-time position. Duties include; division of motor vehicle registrations, titles, and lien notations, and collection of property taxes; general office duties and other duties as assigned. Applicant must have a high school diploma or GED certificate,; knowledge of Microsoft excel and word, ability to learn the County software system and laws; strong customer service skills and be detail oriented. Rate of pay \$18.46- \$19.00 per hour benefits available; health, vision, dental and life insurance, SD retirement, paid vacation, and sick leave, paid holidays. Closing date 10/17/2022 if mailing it must be postmarked on 10/14/2022 and must be reached in the office before October 17<sup>th</sup> 2022. Applications are available online at <https://hand.sdcounties.org/employment/> please send resume along with the completed application to Hand County Treasurer 415 W 1<sup>st</sup> Ave Box 1 Miller SD 57362

### **Hand in Hand Daycare**

Hand In Hand Daycare Is Hiring Childcare Provider Positions \$12.00 per hour for Full Time \$10.00 per hour for Part Time Inquiries, Contact: Clover Herdman, Director [hihdaycare123@gmail.com](mailto:hihdaycare123@gmail.com) 602 E. 5<sup>th</sup> St. Miller, SD 57362 (605) 853-3880

### **Jones Construction**

No weekends. Paid overtime. Competitive wages. Please contact Will Jones if interested at (605) 204-0626

### **Kessler's Team Members**

Team Members- Experience to our customers by providing a clean & classy environment with products of superior quality & freshness. In addition, team members must be willing to provide Remarkable Service, which is displayed through a great attitude. Team members must be friendly, useful, disciplined, open-minded & trustworthy! Every team member must be able to fulfill the job responsibilities below.

Details on specific position expectations will be reviewed during the interview phase. Go here: <https://careers.hireology.com/kesslers/184715/description>

### **Miller School District-**

- Half time High School Science Teacher

The Miller School District is an equal opportunity employer, in central South Dakota. The Miller School District is a class B school district with a student population (K-12) of approximately 424 students.

Apply to Mr. Norden, Superintendent, Miller School District #29-4,  
PO Box 257, Miller, SD 57362.  
eric.norden@k12.sd.us  
(605)-853-2614

### **Pipestone Farms-**

**Sow Farm Office Coordinator** – Monday – Friday position – Primary duties include food prep for staff, maintain meal plan and food budget, general cleaning of office area, data entry for records, organize daily laundry, general tasks to aid in barn efficiencies.

Position offers: full individual health insurance, life insurance, short-term & long-term disability, dental/vision insurance, Matching 401K up to 6%.

Apply on line at [Career Site - Self Service \(adp.com\)](#)

PIPESTONE Management

**Swine Technician** – Full time or Part time –

- Entry level animal husbandry
- Ensure health and wellness of livestock
- Follow protocols to maximize production in gestation & farrowing barns for family farmers
- We WILL train

Full time position offers full individual health insurance, life insurance, short-term & long-term disability, dental/vision insurance, Matching 401K up to 6% as well as growth and bonus potential. Application found at [Career Site - Self Service \(adp.com\)](#)

PIPESTONE Management

**Farm Maintenance Tech** – Hand County – Full Time to serve several locations in the area to complete general maintenance and repairs as directed by the maintenance lead. Timely and quality work and respect to the facilities while working.

Full time position offers full individual health insurance, life insurance, short-term & long-term disability, dental/vision insurance, Matching 401K up to 6% as well as growth and bonus potential. Application found at [Career Site - Self Service \(adp.com\)](#)

### **Ranch Café**

Positions open at the Ranch Café. They are currently looking to hire a cook and waitress. For more information call (605)853-3441

### **Rustler Roost**

Education Center Director- Rustler Roost, Miller's after school program for K-6 is hiring for the Education Center Director. Requirements include; A CDA or quality to obtain it, experience in the childcare field, DSS training in the first 90 days, criminal background check, and abuse and neglect screening. Submit your cover letter, resume, and references to [millerrustlerroost@gmail.com](mailto:millerrustlerroost@gmail.com) or call 999-7683

### **Twin Valley Tire**

Twin Valley Tire in Miller is seeking a fulltime tire technician AND fulltime oil change technician with some mechanical experience. Computer knowledge and tire experience is helpful. They offer competitive wages and benefits. For more information call 605-853-2775. Resume may be mailed to 720 N Broadway Ave Miller SD 57362 or you can pick up an application at the store.