

Help Wanted

The County of Edmunds is seeking a responsible individual for the full -time position of Highway Secretary. This individual will report to the Edmunds County Highway Superintendent and will be based out of the Courthouse in Ipswich. Individuals will be responsible for answering phone calls, scheduling appointments, report payroll information, organize and maintain office inventory and records, maintains an accurate filing system for correspondence, forms, reports and records, performs data entry and necessary bookkeeping/accounting duties. Interested individuals are encouraged to submit an application or resume to the Edmunds County Highway Department, P.O. Box 38, Ipswich SD 57451 or via email, found on the county website – edmunds.sdcounties.org. Any questions please feel free to contact Mike Jager – Hwy Superintendent @ 605-282-9114 or 605-426-6761. Deadline for applications is May 23, 2025. The County of Edmunds is an Equal Opportunity Employer.