

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, May 12, 2026

1. Pledge of Allegiance
2. Call for public comments. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve May 12, 2026, agenda
5. Action to approve May 05, 2026, minutes of the Board of Codington County Commissioners
6. Opening of bids for building remodel of the County Highway Shop; and possible action to award bids
7. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Community Service Director
8. Discussion/possible action to approve Community Care Coordinator revised job description
9. Discussion/possible action to advertise and hire a Community Care Coordinator position
10. Action to approve Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
11. Discussion/possible action to approve moving the Veterans Service Office to 10 N Broadway, Suite 104
12. Action to approve misc. equipment and furniture at the Veterans Service Office surplus to be transferred to other County offices or sold
13. Action to declare Microsoft Tablet at the Veterans Service Office, surplus to be destroyed
14. Discussion/possible action to approve job description for Pretrial Case Manager
15. Discussion/possible action to advertise and hire a Pretrial Case Manager position
16. Action to approve abatement applications
17. Action to approve claims for payment
18. Action to approve automatic budget supplements
19. Action to approve personnel changes
20. Action to approve travel requests
21. Public Notices – a possible quorum of Commissioners could be in attendance at:
22. Old Business
23. New Business
24. Open
 - a. Public Comments

b. Commission Comments

25. Action to enter into Executive session pursuant to SDCL 1-25-2

- (1) Discussion of personnel issues (SDCL 1-25-2(1))**
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(3))**
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4))**
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(5))**
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(6))**

26. Action to adjourn upon completion of agenda items.

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

May 05, 2026

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 05, 2026, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer, and Troy VanDusen; VanDusen, presiding. The pledge of allegiance was led by Commissioner McElhany.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by McElhany, second by Gabel, to approve the agenda for May 05, 2026, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of April 28, 2026; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Michelle Mack met with the Board to request authorization for alcohol sales at the Mack/Christianson wedding scheduled for August 22nd, 2026, at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by McElhany, second by Schweer, to approve the request for alcohol sales on August 22nd, 2026, at the Extension Center Complex, as requested; all voted aye; motion carried.

PLAT RESOLUTIONS APPROVED

Zoning Office, Luke Muller, provided the Board with documentation for two plats for their approval. The Board took the following action:

RESOLUTION 2026-08

A Resolution to approve the plating of Gardner Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Gardner Addition located in Northeast Quarter of Section 23, Township 117 North, Range 52 West of the 5th P.M.; Codington County, South Dakota (Elmira Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, and second by Commissioner Gabel; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 5th day of May 2026, at Watertown, Codington County, South Dakota

Troy VanDusen

Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2026-08, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 5th day of May 2026, at Watertown, Codington County, South Dakota.

Brenda Hanten

County Auditor, Codington County, South Dakota

RESOLUTION 2026-09

A Resolution to approve the plating of CN Zubke Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

CN Zubke Addition located in South Half of the Northeast Quarter of Section 12, Township 119 North, Range 52 West of the 5th P.M.; Codington County, South Dakota (Germantown Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner McElhany, and second by Commissioner Schweer; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 5th day of May 2026, at Watertown, Codington County, South Dakota

Troy VanDusen

Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

COUNTY OF CODINGTON §

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2026-09, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 5th day of May 2026, at Watertown, Codington County, South Dakota.

Brenda Hanten

County Auditor, Codington County, South Dakota

MONTHLY REPORTS

4-H Youth Program Advisor, Jodi Loehrer, updated the Board: The State 4-H Shoot was held April 24-26 in Ft. Pierre with 53 youth which is almost double from last year, 4-H, 4-H Shooting Sports awards and the raffle drawing will be held next week, thank you to all our 4-H Shooting Sports coaches and parents that help; this week I am teaching Junior Achievement to third grade students at Mellette School; I will wrap up Adopt-A-Cow Dairy at Waverly-South Shore this week and also presented at Ave Maria Catholic School; We had our first Family and Consumer Science, Consumer Decision Making and Horticulture Skill-a-thon along with Youth Livestock Literacy last week with two more being held on May 21st and 22nd; A 4-H Dog project meeting will be held tomorrow, Wednesday, May 6th, 2026, at 5:30 p.m.; at the end of May we will have a Special Foods Workshop on May 27th, 2026, to sign up, please call our Extension Office at 605-882-6300; A Kid Kare Babysitting Clinic will be held on June 4th, 2026, registration is now open until May 8th, 2026. **Veterans Service Officer, Jay Roberts**, updated the Board: metrics for the month, 133 open claims (working claims) 53 pending action from VA, 112 completed (YTD), Hamlin 15 open (working claims) 8 pending from VA, 13 completed (YTD), currently working for 9 veterans and have completed 5 claims for veterans from outside our county; \$18,900 for the month April 2026, increase in monthly compensation for veterans or their dependents YTD monthly increase \$59,704; \$177,468 for the month of April 2026, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$327,921.73; 3 veteran DAV transports in April, 2 - currently scheduled for May, currently 3 drivers with 1 application being processed to become a driver; CURRENT – April 22nd, 2026, was at Aventura in Watertown, spoke with veterans and their spouses on possible benefits available; advertising for Volunteer Drivers to drive the DAV van; FUTURE – meeting with the commanders on May 5, 2026, at the VFW; radio shows KWAT – 8:30 and KXLG – 9:05 on May 7th, 2026; looking to plan a 2nd Quarter Outreach event either at Edgewood Assisted Living or Estelline Care Center to inform the veteran residents and family members of possible pension benefits. **Emergency Management Director, Andrew Delgado**, updated the Board: held a Crisis Tracking training for Township Supervisors, great turnout from townships with 60 plus and 4 counties attending and City and County staff; hosted two Weather Spotter training classes with 84 people attending; attended meetings for National Night Out, Region 2 meeting, 911 advisory board meeting, and flood mitigation meeting; Region 2 hosted a Regional exercise in Aberdeen at the Ethanol Plant; Search and Rescue put out buoys at Memorial Park; submitted Township Rosters and quarterly report

for EMPG grant; outdoor weather siren testing for the county and for City of Watertown, thanked everyone for helping Cheri with testing the weather sirens.

2026-2027 MALT BEVERAGE LICENSE RENEWALS

Motion by McElhany, second by Johnson, to approve the following 2026-2027, on/off sale, Malt Beverage license renewal applications as announced by Auditor, Brenda Hanten: David Bludorn, DBA – Rooster Bar; W.J. Schmitt Enterprise, Inc., DBA – Southfork Lounge; Sisseton-Wahpeton Sioux Tribe, DBA Dakota Sioux Casino and Joy C. Nelson, DBA – Joy Ranch of South Dakota; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by McElhany, second by Gabel, to approve the following personnel change: John Engels, Seasonal re-hire Assistant Weed Supervisor, DD/Step A, \$27.66 per hour, effective 5-01-2026; all voted aye; motion carried; Motion by McElhany, second by Schweer, to approve the following personnel change: Zachery Dargatz, full-time Administrative Support Auditors Office, G20/Step A, \$21.96 per hour, effective 5-01-2026; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Gabel, to approve the following travel request: Government Building staff to attend an Equipment Rodeo and Detention Center staff to attend training; all voted aye; motion carried.

OLD BUSINESS

Commissioner Gabel reported that since dissolving the Public Defender contract there has been an increase in expenses to the Court Appointed Attorney budget; to help decrease this a Pre-trial case manager job description is being established and hope to advertise to hire someone for this position, they will take routine calls and other routine work to take the workload off the attorneys.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by McElhany to adjourn at 9:25 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codyington County Auditor

Codyington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ _____



Codington County, South Dakota

Job Title: Community Care Coordinator
Reports To: Community Services Director
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Community Services Director, the Community Care Coordinator is responsible for working closely with the legal system, medical providers, primary care teams, and social services agencies to provide care coordination and connection to resources and support to reduce legal involvement and improve their health and general well-being through education and provision of coordination of care and services. Will manage a case load of 15-20 clients. The Community Care Coordinator will be responsible for handling sensitive client and County information, which requires that they maintain a high level of professionalism and confidentiality. Additionally, this individual must have completed or be willing to become a certified Community Health Worker in South Dakota within 9 months.

*Job Title: Community Care Coordinator
Reports To: Director of Community Services
FLSA Status: Non-Exempt*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Health system navigation and resource coordination including finding health care providers and attending appointments
- Health promotion and coaching providing information or education to clients that makes positive contributions to their health status
- Provide culturally appropriate health information and education to clients
- Work within the parameters of the justice system to assist with behavioral health access and helping individuals and families identify positive coping strategies
- Conduct assessments of client skills and areas of need in relation to substance use disorders
- Provide transition services into primary care and substance abuse treatment to clients who are recently post-incarceration and linkage to post-incarceration specific services
- Provide home-based health interventions for high-risk clients with substance abuse and chronic medical conditions
- Support clients with substance abuse disorders in achieving self-management skills and medication adherence
- Maintain professional and confidential case files on all clients seeking and receiving assistance
- Transport clients on a limited basis to support access to medical care, housing, employment, and other supportive services.
- Document billable hours and complete all required grant reimbursement documentation accurately and in a timely manner.
- Participate in training for, and adhere to, the Transition to Success (TTS) model in all applicable

Community Care Coordinator



Codrington County, South Dakota

SECONDARY DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Attend seminars or obtaining certification, as requested.
- Link clients to needed social services and support groups.
- Help with insurance navigation for clients in regard to treatments and medications.
- Advocate for clients.
- Connect clients with necessary appointments.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification, Associate's Degree in Community Health Work or related field preferred.
- Certified Community Health Worker, or the ability to become certified in the first 9 months.
- Must be from the community that is being served or have a familiarity of the community.
- A minimum of two years' direct experience or equivalent education.
- Must have valid driver's license and reliable personal transportation.
- Experience with navigating local medical and social support systems preferred.
- Demonstrated ability to communicate effectively verbally and in writing with people of differing cultural and socio-economic backgrounds.
- Protect the privacy and security of protected health information as defined by State and Federal Law.
- Pass a thorough background investigation.
- Complete mandatory trainings.
- Organizational skills, with attention to detail and accuracy.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.
- Ability to demonstrate good communication skills.



Codington County, South Dakota

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid social security number and a valid driver's license
- Successful competition in written and/or oral interviews

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear
- The employee frequently is required to stand, sit, and reach with hands and arms
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl
- The employee is occasionally required to lift and/or move up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Occasional travel within Codington County to serve clients or outside the County for trainings/seminars may be required.



**Codington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for the Community Care Coordinator. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

Community Care Coordinator

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in April 2026.

Cash on Hand	\$13,457.34
Checks in Treasurer' possession	\$1,994,973.31
less than 3 days	\$0.00
Credit Card Charges	\$7,141.75
Cash Items	\$19,710.37
TOTAL CASH ASSETS ON HAND	\$2,035,282.77

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$12,060.68
Reliabank Dakota	\$42,023,348.45
INVESTMENTS	
SD Public Funds Investment	\$1,118.38
Plains Commerce Bank CD's	\$0.00
Colliers Securities	\$22,974,884.16

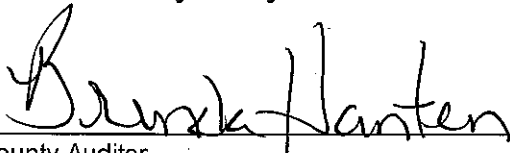
TOTAL CASH ASSETS	\$67,046,694.44
--------------------------	------------------------

GENERAL LEDGER CASH BALANCES:

General	\$12,001,520.09
General restricted cash	\$500,000.00
Sp. Revenue	\$7,883,020.54
County Jail Build	\$28,945,459.67
Bond Redemption Fund	\$1,241,041.95
Sp. Revenue restricted cash	\$0.00
Custodial	\$16,475,652.19
Schools	\$ 12,684,451.03
Townships	\$ 340,171.37
City/Towns	\$ 2,599,135.88

TOTAL GENERAL LEDGER CASH	\$67,046,694.44
----------------------------------	------------------------

Dated this 5th day of May 2026



County Auditor

p

**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: May 5, 2026**

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$68.34
Ones.....	\$199.00
Fives.....	\$250.00
Tens.....	\$580.00
Twenties.....	\$4,660.00
Fifties.....	\$800.00
Hundreds.....	\$6,900.00
Cash Items.....	\$19,710.37
Credit Card Charges.....	\$7,141.75
Checks.....	\$1,994,973.31

TOTAL CASH ON HAND

\$2,035,282.77

CHECKING ACCOUNT BALANCE:

<u>Reliabank (Memorial Park)</u>	\$12,060.68
<u>Reliabank Dakota</u>	\$42,023,348.45

INVESTMENTS:

<u>SD Public Funds Investment Trust</u>	\$1,118.38
<u>Plains Commerce Bank CD's</u>	\$0.00
Colliers Securities	\$22,974,884.16

OTHER ACCOUNT BALANCES:

\$65,011,411.67

GRAND TOTAL CASH AND BALANCES:

\$67,046,694.44

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$12,001,520.09
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$7,883,020.54
County Jail Build	\$28,945,459.67
Bond Redemption Fund	\$1,241,041.95
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$16,475,652.19

TOTAL GENERAL LEDGER CASH

\$67,046,694.44

**OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF APRIL, 2026**

The sum of **\$31,054.40** in fees has been collected by me as Register of Deeds for APRIL, 2026

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of APRIL, 2026

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 1st day of May 2026

Brenda Harten

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 200.00
County General Fund (\$5.00)	\$ 500.00
State EVRSS Fund (\$5.00)	\$ 500.00
State General Fund (\$3.00)	\$ 300.00
TOTAL	\$ 1,500.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 495.00
State General Fund (\$4.00)	\$ 396.00
State EVRSS Fund (\$6.00)	\$ 594.00
TOTAL	\$ 1,485.00

FILED

MAY 01 2026

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 4/1/2026 12:00:00 AM - 4/30/2026 11:59:59 PM; Departments: All; Cash based.

Summary:

Codrington County

Friday, May 1, 2026 8:33 AM

Receipt Item Totals

	Paid	Charged	Debited	Total
Document:	\$24,693.00	\$720.00	\$0.00	\$25,413.00
Non Document:	\$3,849.50	\$1,502.70	\$0.00	\$5,352.20
Subtotal:	\$28,542.50	\$2,222.70	\$0.00	\$30,765.20

Payment on Account Totals

Applied:	\$2,511.90
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,511.90

Payments & Refunds

ACH:	\$13,724.00
Cash:	\$2,404.00
Check:	\$14,926.40
Total:	\$31,054.40

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$170.00	\$170.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$8,460.00	\$7,710.00	\$750.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$15,418.00	\$15,418.00	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$510.00	\$510.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$1,990.00	\$1,470.00	\$520.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$2,841.40	\$1,749.50	\$1,091.90	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$999.00	\$909.00	\$90.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$666.00	\$606.00	\$60.00	\$0.00
Total:	\$31,054.40	\$28,542.50	\$2,511.90	\$0.00

FILED

MAY 01 2026

CODRINGTON COUNTY AUDITOR



Codington County, South Dakota

Job Title: Pretrial Case Manager

Reports To: Director, Codington Community Services

FLSA Status: Exempt

SUMMARY

The Pretrial Case Manager is responsible to support criminal defense counsel and assisting clients navigating the criminal justice system. This role ensures that clients receive information, services, and support they need throughout the pretrial process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct client intakes to assess needs related to mental health, substance use, housing, employment, transportation, and other services.
- Develop individualized service plans and connect clients with community resources.
- Monitor compliance with court-ordered conditions and maintain regular client contact.
- Assist public defenders by gathering records, coordinating appointments, and facilitating communication with clients.
- Compile client background and social history information that may be relevant to pretrial release conditions and case planning.
- Maintain accurate case notes and provide timely updates to attorneys.
- Collaborate with courts, treatment providers, and community agencies.

SECONDARY DUTIES:

- Attend training sessions and meetings as required.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work, Criminal Justice, Human Services, Psychology, or related field or equivalent combination of education and experience may be acceptable.
- 1-3 years of experience in criminal justice, social work, or case management preferred.
- Ability to demonstrate strong communication, organization, and interpersonal skills.
- Ability to work with a diverse population using client-centered, trauma-informed approaches.
- Ability to maintain confidentiality.
- Familiarity with court processes, pretrial assessments, and local community resources preferred.



Codrington County, South Dakota

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands for fine motor functions, to feel and to hear or communicate.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch or crawl.
- The employee must regularly lift and or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the noise level in the work environment is usually moderate.
- Occasional evening hours may be required.
- Working location may vary based on client needs.

EXAMINATION, TESTING, AND CERTIFICATION

- Valid South Dakota Driver's License.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.



**Codington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for the Pretrial Case Manager. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed