**Common Descriptions for Government Offices**

**CITY**

* **Finance**
  + The office that is responsible for managing the fiscal affairs of a city, town or township. Responsibilities vary by jurisdiction but generally include budget development and monitoring, accounting services, cash and asset management, payroll, contract administration, grants management and financial reporting.
* **Parks and Recreation** 
  + Maintains parks, lake access and green space areas as well as sports fields and facilities. Also provides recreational programming for all ages and abilities. Also, manages the Recreation Center and Indoor/Outdoor Aquatic Centers.
* **Mayor’s Office / City Hall**
  + City Hall provides the City Council agendas and oversees long range planning for the city. City administration approves special event permits, coordinates planning, organizing and directing the activities of city departments.
* **Utilities** 
  + Providing power and light for the citizens of our city.
    - OR
  + Public utilities Office includes:
    - Water
    - Sewer
    - Garbage collection
* **Public Works**
  + Transportation Services include:
    - Streets & Sanitation
    - Landfill
    - Snow Removal
    - Recycling
  + Public Works and Engineering Services include:
    - Potable Water
    - Storm Water
    - Sanitary Sewer Services
    - Building Permitting
    - Planning & Zoning

**COUNTY**

* **Auditor**:

The Auditor is the keeper of County records and acts as a bookkeeper of County business. The Auditor is responsible for:

* County Commissioner meetings including scheduling, agenda, business follow-up
* Preparing the County’s budget
* Audit bills or other claims against the County and prepare the warrants in payment of these bills
* Figuring the mil levy
* Head election officer of the County
* Notary Public services available. Some fees may apply.
* **Emergency Management** 
  + Coordinates all agencies within the jurisdiction to include public, private, and non-governmental organizations to ensure the protection of life and property in the event of threatened or actual natural disasters, terrorism, technological, or man-made events.
  + Responsibilities includes develops and maintains the county plan for reacting to emergencies; during an actual emergency, the director coordinates the action; and trains other agencies to respond to emergencies.
  + This is not an emergency first response organization, if you are in immediate danger please call 911.
  + County Emergency Managers can make contact with volunteer fire departments in their County.
* **Equalization** 
  + Services include:
    - Collecting fees for property taxes and vehicle licenses (cars, motorcycles, trucks, trailers, commercial vehicles, snowmobiles, and boats)
    - Parking permits application and issuing for individuals with a disability
    - Application assistance for tax reduction / rebate programs for individuals who are disabled and / or elderly (65 or older)
* **Human Services**
  + Provides both economic and medical assistance on a one-time basis. Economic assistance is for current amounts only. No deposit payments of any kind. Assistance may include:
    - Rent
    - Utility, for current bills. May be available for water, lights, and heating
    - Medical, hospitalization, and burial assistance requires pre-approval if not for emergency services
  + All other resources must have been exhausted first. Assistance does require payback and county lien is filed until paid in full.
* **Planning**
  + Local government planning offices that gather information on existing physical, social and economic conditions; project future trends; examine alternative courses of action; and develop long and short-term land use plans to guide the growth and revitalization of urban, suburban and rural areas within the community.
* **Register of Deeds**
  + Issues certified copies of birth, death, and marriage certificates. Records land documents such as deeds, mortgages, and affidavits. Also issues drivers licenses.
* **State’s Attorney**
  + Represents the interests of the state in:
    - Prosecution of adult and juvenile crime
    - Providing legal advice and representation to the county officials, department heads, and staff
  + The State's Attorney Office cannot represent private parties or give them legal advice.
* **Treasurer**

Services include:

* Collecting fees for property taxes and vehicle licenses (cars, motorcycles, trucks, trailers, commercial vehicles, snowmobiles, and boats)
* Parking permits application and issuing for individuals with a disability
* Application assistance for tax reduction / rebate programs for individuals who are disabled and / or elderly (65 or older)
* **Veteran’s Service Office**
  + Acts as an advocate and provides assistance to military veterans and their dependents in determining eligibility and applying for various federal and state benefits, such as service-connected compensation, non-service connected pension, outpatient and hospital medical treatment, guaranteed home loan certificates, education and on-the-job training benefits, burial benefits, survivor benefits, referral information, as well as many others.
* **Zoning** 
  + Establish and enforce zoning regulations which classify land within county, city or other municipal jurisdictions for specific agricultural, residential, commercial or industrial uses; and which evaluate, establish rulings upon and hear appeals regarding exceptions to zoning regulations.

**STATE**

* **Clerk of Courts**
  + Office that provides assistance, during regular business hours, for a variety of court matters, including:
    - Case filing including small claims, divorces, protection orders, and civil cases
    - Payment of child support, restitution, and fines
    - Records of an individual's traffic or criminal offenses
    - Involuntary drug or alcohol commitment petitions
    - Magistrate court proceedings
    - Circuit Court proceedings
    - Jury duty information
    - Emancipation for minors
  + Visit www.ujs.sd.gov/forms anytime of day to view/print forms including:
    - Application for court appointed counsel
    - Child Support
    - Custody
    - Divorce
    - Domestic protection order
    - Expungement
    - Guardianship and conservatorship
    - Name change
    - Records of an individual's traffic or criminal offenses
    - Small claims
    - Spanish forms
    - Stalking protection order
    - Vulnerable adult protection order
* **Driver Licenses**
  + The South Dakota Driver's License Program is responsible for individuals that are applying for a South Dakota Driver's License or Identification Card.
    - What documents do I need? Visithttps://dps.sd.gov/driver-licensing/required-documents for a list of the needed / appropriate documents.
    - For driver tests, duplicates, and renewals, you must either call (605) 773-6883 between 8:00am - 5:00pm to schedule an appointment or schedule online at www.dps.sd.gov. Driver tests must be scheduled, at least two weeks before the desired test date.
    - Driver Education: Is offered across South Dakota by various local entities and schools. If you are interested in learning about programs in your area, email or call (605) 431-6520 to speak with Christopher Grant, the SD State Driver Education Coordinator.
    - Driving Manuals: Are available at <https://dps.sd.gov/driver-licensing/south-dakota-licensing-information/driving-manuals>.
* **Office of Child and Family Services (Health)**
  + WIC - The Women, Infants, and Children program is available to pregnant, breast feeding and postpartum women, infants and children up to 5 years of age. Participants must also meet income, residential and nutritional guidelines. The program provides nutrition education, supplemental foods, and health care referrals to its participants. A nationwide program, it is administered in South Dakota by the State Health Department. The ultimate goal of WIC is to improve the nutritional status of its participants through education and early intervention. WIC participants could be eligible to receive a breast pump.
  + Bright Start - a home visitation program which works with pregnant women to offer health advice and teaching regarding their pregnancy and newborn baby. Nurses assess pregnant women for certain risk factors and offer case management as needed. They promote good health during pregnancy by providing counseling, education, arranging for prenatal visits, and offering referral to other health and community resources. Nurses also make visits after the baby is born until age 3.
  + Baby Care - Works with pregnant women to offer health advice and teaching regarding their pregnancy and newborn baby. Nurses assess pregnant women for certain risk factors and offer case management as needed. Nurses promote good health during pregnancy by providing counseling, education, arranging for prenatal visits, and offering referral to other health and community resources. Nurses also make visits after the baby is born.
  + Immunizations - Gives immunizations to prevent a variety of illnesses and disease. Immunizations for such diseases as measles, polio, mumps, rubella, pertussis, diphtheria, tetanus, varicella, hepatitis B, hepatitis A, and bacterial meningitis are available to all eligible individuals. Gives influenza vaccinations during the flu season, to WIC participants (not the general public) and can provide information about the recommended adult, adolescent, and childhood immunizations.
  + Developmental Screenings - through the use of the Ages and Stages Parent Questionnaire. Parents are asked to observe their child within their home or familiar setting and answer the questions on the form. This is then returned to the Community Health Nurse who can review the answers and discuss any findings with the parents.