

**SECURITY OFFICER I**  
**North Dakota Highway Patrol**

**Location:** Bismarck, ND  
**Salary Range:** \$14 per hour

**Status:** Part-time Temporary  
**Closing Date:** February 14, 2018

This position is approximately 20 hours a week. The individual(s) hired will be asked to work when full-time employees are on vacation or sick leave. Must be available to work varying hours including nights, weekends and holidays.

**MINIMUM QUALIFICATIONS**

- Requires a high school diploma or GED.
- Requires a high degree of written and/or verbal communication skills in dealing with other employees, clients, or the general public.
- Duties require bending, pushing, crouching and lifting up to 40 pounds.

**PREFERRED QUALIFICATIONS**

Training (i.e. police academy, military police school, etc.), education, and/or work experience in criminal justice, law enforcement, security operations or closely related field.

**DUTIES AND TASKS**

- Patrol buildings and grounds
- Monitor security camera for suspicious persons and criminal activity
- Monitor security alarms
- Facilitate property access by authorized personnel
- Ensure safety of individuals on state property
- Physically inspect security of doors, windows and gates
- Assist with implementation of safety and security recommendations
- Warn violators of rule infractions such as loitering, smoking or possession of contraband articles
- Investigate and document injuries and accidents
- Assist in planning and implementing a facility emergency preparedness program
- Regulate traffic and parking and assist in vehicle accident investigation involving state or personal vehicle incidents occurring on state property

**APPLICATION/EMPLOYMENT PROCESS**

Apply online through the State of North Dakota Careers site and upload a cover letter, resume and an unofficial college transcript, if applicable. Application materials should support the answers given to the questions. Provide detailed descriptions in each section of the application on how your education, experience and skills qualify you for this position.

- Go to <http://www.nd.gov/omb/public/state-jobs>
- Click "State of North Dakota Job Openings"
- Search the words "Highway Patrol"
- Select the position "Part-Time Temporary Security Officer"
- Review the job description and select the Apply button to begin your application process

**All application materials must be received by midnight on Wednesday, February 14, 2018.**

NDHP staff will rate qualified candidates against an established rating system to evaluate and assign points to the candidates' knowledge, skills, abilities, and work experience in relation to those outlined in the minimum and preferred qualifications. It is very important to be thorough and detailed on the application materials.

After scoring is completed, qualifying individuals will be put on an eligibility list. Individuals on top of the list will be asked to come in for an oral interview.

The finalist for the position will be given a conditional offer of employment before being required to go through an extensive background/criminal investigation (includes fingerprinting), pre-employment physical, take the MMPI test and meet with the department psychologist.

Applicants who experience technical difficulties during the application process should contact [recruiter@nd.gov](mailto:recruiter@nd.gov) or 701-328-3290.

**For more information or if you need accommodation or assistance in the application or selection process contact:**

Lori Tietz, Human Resource Specialist  
North Dakota Highway Patrol  
600 E Boulevard Ave, Dept. 504  
Bismarck, ND 58505-0240

Telephone Number: 701-328-2455    TYY Number: 800-366-6888    E-mail: [ndhphr@nd.gov](mailto:ndhphr@nd.gov)  
Website: <http://www.nd.gov/ndhp>    State Website: <http://www.nd.gov>

**EQUAL OPPORTUNITY EMPLOYER**

The North Dakota Highway Patrol does not discriminate on the basis of race, color, national origin, genetics, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

View employment benefits at <http://www.nd.gov/hrms/jobs/benefits.aspx>