

Vacancy Announcement

Administrative Staff Officer III/Grade 12
Department of Emergency Services

Location: Bismarck

Salary Range: \$3,282 – \$3,829/month

Closing Date: December 7, 2009

Requisition Number: None

Position Number: 5610

Status: Full-time, Regular

Type of Recruitment: Internal/External

Announcement Number: S27-09

Minimum Qualifications:

Requires ten years of work experience in high-level administrative support duties that included participation in the development or modification of major projects or procedures. Work experience must reflect an ability to conduct research, provide an analysis and interpretation of information, and prepare formal reports. College-level course work in business administration, law enforcement or a related field with course work reflecting the required abilities may be substituted for the required work experience on a year-for-year basis. Successful completion of the interview process, reference checks, background investigation and testing is required.

Application Procedures:

Applicants must submit a State of ND Application Form (SFN 10950), resume, and cover letter to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. Application materials may be e-mailed to cynthia.pazdernik@us.army.mil or faxed to (701) 333-2067 ATTN: Cindy Pazdernik.

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms **Application materials must be received at the Human Resource Office, Bldg 030, Fraine Barracks by 5:00 pm on the closing date indicated.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Veteran's Affairs Office indicating disability. Claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from the Veteran's Affairs Office indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

1. National Crime Information Center (NCIC) administrator for North Dakota.
2. Train all state personnel in the correct use and security of the NCIC system.
3. Perform audits on each state agency once every three years for total system compliance including use and dissemination of criminal history record information.
4. Attend regional NCIC conferences twice a year to assist in determining national policy for the NCIC system.
5. State Control Terminal Officer and Security Officer for NLETS (National Law Enforcement Teletype System) for North Dakota. Investigate any misuse of the system/information received. Recommend disciplinary action against an individual and removal of an agency from the system for misuse of information received.
6. Must have detailed knowledge of NLETS and insure all new security measures are disseminated and adhered to.
7. Administrator for the NDLETS (North Dakota Law Enforcement Teletype System).
8. Train personnel in the use of the NDLETS system.
9. State Radio contact for 22 counties of 911 for problems in dispatching and procedures.
10. Plan, coordinate, develop, distribute and maintain administrative policies, operating procedures, etc., affecting the organization's operations.
11. Travel both in and out of state is required.
12. Perform other duties as required or assigned.
13. Possess extensive written and verbal communication skills in dealing with other employees, clients, stakeholders or the general public.
14. Working knowledge of Microsoft Office software.

Equal Opportunity Employer

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