

Vacancy Announcement

Industries Specialist I Rough Rider Industries ND Department of Corrections and Rehabilitation

Location: Bismarck

Salary: \$2716/month

Closing Date: August 9, 2011

Position Number: 530-520-0382

Requisition Number: None

Status: Full-time, Classified

Type of Recruitment: Internal/External

Job Order Number: None

Posted to Web: July 27, 2011

Minimum Qualifications:

Requires two years of vocational training or a certificate of training in woodworking and two years of work experience in a related production setting. Or a high school diploma or GED and four years of work experience in woodworking.

Preference will be given to individuals with the following:

- AutoCAD, Cabinet Vision or other woodworking design software experience
- Experience in organizing, implementing, and conducting training courses in safety, assembly procedures, or inventory control.

Application Procedures

Submit the following documents to: Carol Cristilli, Human Resources, Rough Rider Industries, PO Box 5521, Bismarck, ND 58506-5521. 701-328-6150
ccristilli@nd.gov

- Letter of Interest
- Application Form (SFN 10950)
- Resume with References

Application forms (SFN 10950) may be obtained at Rough Rider Industries, Job Service, or the following website: <http://www.nd.gov/hrms/jobs>. DOCR internal applicants should complete the DOCR Internal Application Form, SFN 18116, in

lieu of SFN 10950 available on the DOCR Intranet under Employee Forms/Internal Employment). Application materials must be received by 4:00 p.m. on the closing date listed above. Application materials must clearly explain how experience and education are related to the minimum qualifications and job duties.

Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

Contact Carol Cristilli, Human Resources at 701-328-6150 or TTY 800-366-6888 for more information or assistance in the application or interview process.

Summary of Work:

Rough Rider Industries is the prison industry for the State of North Dakota. Under the Division of Adult Services, Rough Rider Industries' mission is to employ inmates to produce quality goods and services in a self-sustaining manner that makes the time of incarceration productive, while preparing the inmate worker to successfully reintegrate back into society.

Duties include but are not limited to: Supervise an inmate work crew to perform duties common to a furniture manufacturing setting. Interpret and develop blueprints, drawings and cut lists; maintain equipment; oversee inventories and material pick lists. Specialize in production flow of furniture and case goods assembly management. Assist with hiring and motivating inmates and maintaining inmate personnel records. Enforce safety and security policies and procedures as they relate to a prison industry program.

Equal Opportunity Employer

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