Administrative Staff Officer II
North Dakota Highway Patrol

Location:	Bismarck	**Position No:**	504 5451
Salary Range:	$4,384 - $5,393 per month	**Status:**	Full-time, Regular
Closing Date:	**March 23, 2015**	**Recruitment:**	Internal/External

MINIMUM QUALIFICATIONS

Requires seven 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, accounting 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.

The successful candidate will have demonstrated organizational skills and multitasking ability, be self-motivated, and have strong interpersonal, customer service and communications skills. This position requires an applicant who can work closely with other staff as well as being able to work independently and as a lead worker. Applicant must be flexible as work assignments change.

PREFERRED QUALIFICATIONS

Preference will be given to applicants with education or work experience in the items listed below. Please describe your knowledge and experience in these areas in your application materials.

- Accounting
- Accreditation
- Auditing
- Business administration
- Law Enforcement – sworn officer experience
- Microsoft Word and Excel
- Policy development
- Project management

APPLICATION/EMPLOYMENT PROCESS

Prior to being considered for this position, software skills tests in Word 2013 and Excel 2013 must be taken at Job Service. The tests must have been taken within the last twelve months to be valid. There are no testing fees and the testing is on a first come first serve basis. Visit http://www.jobsnd.com/office-locations for office hours and locations in North Dakota.

Applications will ONLY be accepted through the ND PeopleSoft System. Applicants MUST submit a resume, cover letter, college transcript, and results of computer skills tests into the PeopleSoft System. The application material should include information which directly addresses how the applicant meets the minimum qualifications, preferred qualifications, and summary of work.

Directions to Apply:

1. Go to http://www.nd.gov/hrms/jobs/
2. Select “Click here to view open jobs with the State of North Dakota”
3. Search the words “Highway Patrol”
4. Select the position “Administrate Staff Officer II”
5. Review the job description and select the Apply button to begin your application

Application materials must be submitted through the ND PeopleSoft System by 8:00 A.M. on March 23, 2015.

Applicants who experience technical difficulties during the application process should contact recruiter@nd.gov or 701.328.3290.

Individuals claiming veteran’s preference must be a current North Dakota resident and provide the required documentation listed in the application system.

Oral interviews, writing and proofreading exercises and a background investigation will be conducted in the selection process.

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

Bonnie Chase, 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: ndhpinfo@nd.gov
Website: http://www.nd.gov/ndhp State Website: http://www.nd.gov

SUMMARY OF WORK

This position will perform a wide variety of professional-level administrative duties. Responsibilities include involvement in a variety of special projects in areas such as accreditation and policy development, internal controls and monitoring, data analysis and research, and strategic planning and project management. This position serves a critical role by compiling data from multiple internal and external sources that help guide agency administration on high-level decisions such as resource allocation, multi-year planning, and statewide goal development. This position implements and monitors internal control processes related to financial and performance audits. It also maintains accreditation files where attention to detail is crucial to ensure that the agency is in compliance with accreditation standards.

LIST OF DUTIES

- Draft and proof written directive system.
- Comply with law enforcement accreditation standards.
- Gather and analyze documentation required for the accreditation process.
- Ensure proofs show continued compliance throughout the three-year reaccreditation cycle.
- Notify the agency divisions of time sensitive reporting requirements and monitor to ensure reports, evaluations, training and other required activities are completed in accordance with CALEA standards and agency policies.
- Coordinate internal control processes, including random sampling activities, and recommend procedural changes to safeguard assets.
- Monitor and examine internal control transactions, including permit receipts, to verify accuracy and compliance with policy.
- Monitor and examine purchases to verify that procurement guidelines are followed.
- Coordinate and complete annual fraud risk assessment of agency functions including finance, payroll, purchasing, contracting, control environment, and information technology.
- Serve on Audit Review Committee to resolve state and federal audit recommendations and findings and to prevent future deficiencies.
- Compile data from multiple internal and external sources to complete required annual reports.
- Complete statewide resource allocation and deployment study every biennium.
- Research law enforcement equipment and technology.
- Research current law enforcement trends and case law.
- Compile data from multiple internal and external sources and release time sensitive reports that help guide agency administration on high level decisions to assist with the management of larger projects.

EQUAL OPPORTUNITY EMPLOYER

The North Dakota Highway Patrol 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.