

SECURITY OFFICER I
North Dakota Highway Patrol

Location:	Bismarck, ND	Position Number:	00000133
Starting Salary:	\$2,837 per month	Status:	Full-time Regular
Closing Date:	July 5, 2016	Internal/External	

MINIMUM QUALIFICATIONS

Requires a high school diploma or GED, and a combination of two years of 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.

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 in criminal justice or law enforcement.

Experience as a licensed police officer.

SUMMARY OF WORK

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

Applicants must submit a cover letter and resume to the ND PeopleSoft System.

To apply:

1. Go to <http://www.nd.gov/hrms/jobs/announcements.asp>.
2. Search the words "Highway Patrol"
3. Select the position "Security Officer I"
4. Review the job description and select the Apply button to begin your application.

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

Applicants must apply through the ND PeopleSoft System by 5:00 p.m. on July 5, 2016.

Individuals claiming veteran's preference must be a North Dakota resident and provide the documentation listed on the application.

Oral interviews and background investigations will be conducted in the selection process.

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

Lori Tietz, Administrative Assistant
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: ltietz@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>