

SECURITY OFFICER I
North Dakota Highway Patrol

Location: Bismarck, ND
Salary Range: \$13 per hour

Status: Part-time
Closing Date: Open until Filled

This position has 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.

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.

SUMMARY OF WORK

- Patrol buildings and grounds
- 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
- Conduct safety training regarding fire response and other assigned safety topics
- Conduct scheduled safety inspections and maintain inspection records of assigned buildings
- 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

Applications will ONLY be accepted through the ND PeopleSoft System. Applicants MUST submit a resume, cover letter, and college transcript 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 "Part-Time Temporary Security Officer I"
5. Review the job description and select the Apply button to begin your application

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

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

Telephone Number: 701-328-2579
Website: <http://www.nd.gov/ndhp>

TTY Number: 800-366-6888
State Website: <http://www.nd.gov>

E-mail: cdietz@nd.gov

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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