

SECURITY OFFICER I
North Dakota Highway Patrol

Location: Bismarck, ND
Starting Salary: \$2,980 per month
Closing Date: October 30, 2016

Position Number: 00025862
Status: Full-time Regular
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

- Apply online through the State of North Dakota Careers site and upload a cover letter, resume and an unofficial college transcript, if applicable. Application materials should support the answers given to the questions. Provide detailed descriptions in each section of the application on how your education, experience and skills qualify you for this position.
- North Dakota residents claiming veteran's preference must also provide a DD-214, and, if claiming disabled veteran's preference, a letter less than one year old from the Veterans Affairs Department.
- **All application materials must be received by 11:59 p.m. on Sunday, October 30.**
- NDHP staff will rate qualified candidates against an established rating system to evaluate and assign points to the candidates' knowledge, skills, abilities, and work experience in relation to those outlined in the minimum and preferred qualifications. It is very important to be thorough and detailed on the application materials.
- After scoring is completed, qualifying individuals will be put on an eligibility list. Individuals on top of the list will be asked to come in for an oral interview.
- The finalist for the position will be given a conditional offer of employment before being required to go through an extensive background/criminal investigation (includes fingerprinting), drug screening, taking a written personality test and meeting with a psychologist.

Applicants who experience technical difficulties during the application process should contact recruiter@nd.gov or 701-328-3290.

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

Lori Tietz, 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: ndhphr@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>