

**Property Assistant – Part Time position
North Dakota Highway Patrol - Bismarck**

The North Dakota Highway Patrol is now accepting applications for a part time property assist position. This position is responsible for distributing documents and supplies between various sections of the NDHP on a daily basis. The position receives all equipment that is purchased for the entire department. For more information contact 328-2579 or ndhpinfo@nd.gov

Applications will only be accepted through the ND PeopleSoft System. Applicants must submit a resume, cover letter, and college transcript, if applicable, 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 "Property Assistant"
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 midnight on Wednesday, October 28.

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