

## HIGHWAY PATROL TROOPER North Dakota Highway Patrol

Location: Statewide  
Salary: \$4,604 to \$5,303 per month depending on experience  
Closing Date: April 27, 2020  
Projected Hire Date: September 14, 2020 depending on experience  
Position Numbers: TBD  
Status: Full-time, Regular  
Type of Recruitment: Internal/External

**Sign On Bonus!** Individuals with previous law enforcement experience may receive a \$2,500 sign on bonus when hired and an additional \$2,500 after the successful completion of a one-year probationary period. Individuals with no previous law enforcement experience may receive \$2,500 after the successful completion of a one-year probationary period.

### **TESTING LOCATIONS and DATES**

- ◆ Williston – Thursday, April 23, 2020
- ◆ Grand Forks - Tuesday, April 28, 2020
- ◆ Fargo - Wednesday, April 29, 2020
- ◆ Bismarck – Monday, May 4, 2020

### **MINIMUM QUALIFICATIONS**

1. Must be a citizen of the United States for not less than two years
2. Must be 21 years of age by completion of the Academy.
3. Bachelor's degree OR associate degree combined with 2 years work experience dealing with the public OR associate degree combined with 2 years military service. We will accept 60 semester hours in place of an associate degree. Good verbal, written and interpersonal communication skills.
4. Vision correctable to 20/30 or better, normal color vision and depth perception.
5. Unrestricted driver's license except for corrective lenses. Applicants with revocation or suspension within the last 3 years are ordinarily ineligible for appointment.
6. Willing to perform work involving personal hazards, irregular hours including night shifts, weekends and holidays.
7. Must not have been convicted of a criminal offense that would harm the integrity of the Patrol.
8. Felony convictions and domestic violence convictions will disqualify an applicant. In addition, any Class A misdemeanor conviction within the last 5 years, or any Class B misdemeanor conviction within the last 3 years ordinarily will disqualify an applicant from further consideration. Any applicant that fails to disclose driving and criminal background information will be automatically disqualified from further consideration.

### **APPLICATION PROCESS**

**Applicants must submit a cover letter, resume and an unofficial college transcript to the ND PeopleSoft System. Applicants who pass pre-screening will be asked to indicate the location they plan to test at.** Applications received after the Williston testing date will be given opportunity to test in another location.

Applicants claiming Veteran's Preference **must** upload a legible copy of report of separation DD Form 214 or NGB 22 showing Character of Service

**Individuals must bring a current state-issued driver's license with a photo or a current state-issued photo identification card to the written examination. Photocopies will not be accepted.**

Applicants must successfully pass the National Police Officer Selection Test (POST) and Wonderlic Personnel Test. The California Psychological Inventory (CPI) test will also be administered designed to determine suitability for the position of NDHP trooper. Applicants who successfully pass the POST and Wonderlic will be scheduled for a 30-minute oral interview within three days after testing. Applicants must receive a favorable recommendation from the Oral Interview Board to be considered further in the selection process.

## AGENCY COMMENTS

The NDHP Academy will be held at the Law Enforcement Training Academy in Bismarck, North Dakota. Room and board will be furnished at the Law Enforcement Training Academy. Individuals will receive a salary of \$4,604 to \$5,303 per month depending on experience. An additional unvouchered expense allowance of \$200 will begin after completing Academy training.

Individuals without P.O.S.T. certification will start their employment on September 14, 2020, to attend the North Dakota Peace Officer Basic Academy as well as the NDHP Academy. Individuals currently P.O.S.T. certified will have the option to start on September 14, 2020 to attend both the Peace Officer Basic Academy and the NDHP Academy OR start employment on November 23, 2020 to attend only the NDHP Academy. Applicants will be asked their preference during the background investigation. Applicants will be offered post locations based on the needs of the department in the Conditional Offer of Employment. The applicant can accept or reject employment based on the assignment offered.

## SUMMARY OF WORK

- Interpret, apply and enforce state and federal safety, traffic and criminal laws, rules and regulations.
- Respond to and investigate motor vehicle crashes, incidents, potential safety hazards on and off state roadways.
- Interdiction of highways for transport of drugs, contraband, and other criminal activities.
- Inspect commercial vehicles, drivers, and cargo for regulatory compliance.
- Issue permits for oversize vehicles.
- Respond to various hazardous material incidents, natural disasters, and other emergency situations.
- Engage in community and media relations; promote traffic safety education through presentations and involvement with schools, civic groups, and safety committees.
- Access information from various databases such as drivers' license, National Criminal Information Center (NCIC), vehicle registration, and department files; correspond with other officers and State Radio personnel; complete department investigative forms, activity reports, contact forms, and citations.
- Participate in the prosecution of offenders; respond to inquiries by attorneys, prepare courtroom testimony, and testify in court and administrative hearings.
- Observe and analyze traffic flow, road and weather conditions, anticipate and prepare for unusual events that might develop abnormal traffic conditions.
- Participate in the training of law enforcement personnel at the Law Enforcement Training Academy.
- Additional duty specialty possibilities include: Reconstructionist, Tactical Response Unit, Armorer, Firearms Instructor, Canine Handler, Motor Carrier Safety Assistance Program (MCSAP) Inspector, or Department Aircraft Pilot.

Applicants who experience technical difficulties during the application process should contact [recruiter@nd.gov](mailto:recruiter@nd.gov) or 701.328.3290.

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

North Dakota Highway Patrol

600 E Boulevard Ave. Dept. 504

Bismarck, ND 58505-0240

Telephone Number: 701-328-2447

TYY Number: 800-366-6888

E-mail: [ndhphr@nd.gov](mailto: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, sex, genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.