



NORTH
Dakota
Be Legendary.

| Highway Patrol

Job Title: Office Manager
Posting Type: Internal/External
Location: Bismarck, ND
Closing Date: July 16, 2025
Salary: \$4,650 to \$5,100 per month

SUMMARY OF WORK

The mission of the North Dakota Highway Patrol is to make a difference every day by providing high-quality law enforcement services to keep North Dakota safe and secure. Our civilian employees are an integral part of the North Dakota Highway Patrol team supporting the agency in daily operations that help make our organization an employer of choice.

This position serves as assistant to the superintendent and chief of staff. You will perform office administration duties including reception and supervision of admin assistants, preparing correspondence, records management, and travel arrangements. Other duties include designing forms and assisting with various human resource tasks and payroll backup that are considered confidential. The anticipated start date for this position is September 2, 2025.

MINIMUM QUALIFICATIONS

- Associate degree with coursework in office support or business administration and 3 years work experience performing office support, clerical or secretarial work. Additional work experience performing office support, clerical or secretarial duties may substitute for the education on a year-for-year basis.
- Experience using Microsoft Office products
- Work experience with the public related to receptionist duties
- Work experience planning travel for others

PREFERRED QUALIFICATIONS

- Adobe Experience Manager for forms
- Familiarity with PeopleSoft
- Law Enforcement work experience
- Supervision experience

ABOUT TEAM ND

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

More than 7,500 talented, hard-working people across sixty-three agencies have come together as Team North Dakota. At Team ND, we are driven to succeed through gratitude, humility, curiosity and courage. Our purpose is to empower people, improve lives, and inspire success. Join us in being legendary.

Total Rewards: The State of North Dakota is committed to providing team members with a strong and competitive [rewards](#) package that support you, your health and your family.

Considering a new position on Team ND? How does your current position stack up? Use our [Total Rewards Calculator](#) to estimate.

APPLICATION/EMPLOYMENT PROCESS

Application materials must be submitted through [Team ND Careers](#) by 11:59 pm on Wednesday July 16, 2025. Those selected for an interview will complete testing for writing and proofreading.

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

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 701-328-2447 or ndhphr@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.