



Job Title: Part-time Capitol Security Officer
Posting Type: Internal/External
Position Number: 00032540
Location: Bismarck, ND
Closing Date: November 10, 2025
Salary: \$19.85 per hour

Summary of Work

Capitol Security Officers are an integral part of the North Dakota Highway Patrol team and are responsible for the safety of executive, legislative and judicial officials, state employees and visitors. Capitol Security also provides the primary response to emergencies and security at events held on the capitol grounds. We are looking for someone who likes to make a difference in the daily lives of the public we serve that makes our Capitol a safe and welcoming place to visit and work.

This position is part-time, approximately 20 hours per week, and will consist of rotating shifts including nights, weekends, and holidays. The starting salary is \$19.85 per hour.

Duties and Tasks

- Patrol buildings and grounds
- Monitor security cameras and alarms
- Provide security for the Supreme Court
- Facilitate property access by authorized personnel
- Warn violators of rule infractions such as loitering, smoking, or possession of contraband items
- Investigate and document injuries and accidents
- Fingerprinting and printing of identification cards for State employees
- Regulate traffic and parking, assist in vehicle accident investigations on state property

Minimum Qualifications

- A high school diploma or GED
- One year work experience showing communication skills in dealing with coworkers or the general public
- Ability to bend, push, crouch, and lift up to 40 pounds
- Valid Driver's License

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 Procedures

We provide regular training for all security officers, and we encourage you to apply if you are looking for a fulfilling career built on loyalty, integrity, commitment, respect, professionalism, and accountability. Applicants must upload a resume and an unofficial college transcript, if applicable, at <http://www.nd.gov/careers> by 11:59 PM on Monday, November 10, 2025.

- 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 Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.