

ADMINISTRATIVE ASSISTANT
NORTH DAKOTA PRIVATE INVESTIGATION AND SECURITY BOARD
(Part Time-Flexible Hours-As Needed)

SUMMARY OF POSITION:

Processing applications and retrieving reports required for licensure and registration; preparing and composing letters, memos, reports and other communications; organizing meetings and licensure testing venues, and preparing related materials; performing administrative tasks associated with budgeting, including tracking costs; handling external regulatory inquiries; and conducting compliance investigations relating to licensees and non-licensed entities as assigned. Other duties as assigned by the Executive Director or Board.

REQUIRED QUALIFICATIONS:

- Excellent written and verbal communication skills.
- Working knowledge of office procedures and office management.
- Proficiency in computer software programs (i.e. Microsoft Office XP-Word, Excel, Publisher, Access and Quick Books).
- Excellent organizational skills, detail orientation, and ability to work with and meet deadlines.
- Ability to work efficiently and effectively with industry members, general public, and legal counsel independently without continual oversight.
- An in-depth background investigation will be required to be authorized by and conducted upon applicants.

COMPENSATION:

Salary range is \$17.50 to \$22.00 per hour based upon candidate's experience, knowledge and skill-set. Hours worked would be on an as-needed basis. There are no benefits currently being offered.

APPLICATION:

Applications must be submitted through ND Job Service.

For more information contact our Executive Director at 701-222-3063 or email ndpisb@midco.net.

Equal Opportunity Employer