

Job Applicant Tips

Job Applicant FAQs

Benefits

State Internship Info

Other State Job Sites

Contact Us

Job Description

Sign

[Previous in List](#)[Next in List](#)

Job Details

Job ID 3001800

Date Closed 10/25/2014

Job Title Office Assistant (Temporary)

Location Bismarck, ND

Regular/Temporary Temporary

Full/Part Time Part-Time

Salary Range From 12.00 / Hourly

Salary Range To 12.00 / Hourly

North Dakota
Public Service Commission**Salary: \$12.00/hour temporary part-time position 20-30 hours/week**

Minimum Qualifications

Requires a high school diploma or GED.

The successful candidate must have excellent verbal, written, and interpersonal communication skills; be a team player, and be able to effectively use computers including Microsoft Office and Word.

Application Procedures

All applications must be made via the North Dakota State Careers site. Application materials must be received by 11:59 PM on the closing date listed above. All applicants must attach and/or upload the following documents:

- Cover Letter
- Resume

All application documents must be received by the closing date.

Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include a current statement of disabled status from the Veteran's Affairs Office.

For more information, assistance or accommodations in the application or interview process, please contact Darrell Nitschke at (701) 328-4098 or dnitschk@nd.gov

Summary of Work

Duties include:

- filing
- copying
- mailing
- drafting and preparing routine documents
- preparing exhibits and handouts for meetings and hearings
- scanning records
- microfilming projects
- answering phones as assigned

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, 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.