

ADMINISTRATIVE ASSISTANT OPENING:

The North Dakota State Electrical Board will be hiring a full-time non-temporary Administrative Assistant for the Bismarck Office.

Minimum Qualifications: Requires an associate degree with major coursework in office support or business or office education and two years of experience performing a variety of complex office support, clerical, or secretarial work which included opportunities for functioning as a project coordinator or leader worker. Additional work experience may substitute for the education requirement on a year-for-year basis. Proficiency in QuickBooks, payroll, bill paying, keyboarding, specific software, personal computer, grammar, and/or spelling skills required. Must possess a valid ND driver's license. Must successfully complete standard background and criminal record check.

Knowledge of administrative processes, procedures, and systems; work experience in performing duties and tasks similar in nature and complexity of a regulatory and licensing environment; high degree of written, verbal, and interpersonal communication skills to develop and maintain positive working relationships with other employees, board members, the general public, and individuals within the electrical industry community.

Applicants must complete an [Application for Employment State Form 61953](#) available at web site www.NDSEB.com or by calling (701) 328-9522). Applicants must also include with the Application a resume and cover letter explaining how their education, experience, and skills will qualify them for this position. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veterans' preference must include a current statement of disabled status from the Veteran's Affairs Office.

Completed Applications must be received by mail, email or dropped-off by 1:00 p.m. on Friday, September 18, 2026.

Mail:
ND State Electrical Board
PO Box 7335
Bismarck, ND 58507-7335

Email:
electric@nd.gov

Drop-off during regular business hours:
ND State Electrical Board
1929 N. Washington St. Ste A-1
Bismarck, ND 58501