

Job Title: Purchasing and Property Specialist
Posting Type: Internal/External
Location: Bismarck, ND
Closing Date: Sunday, August 23, 2026
Salary: \$4,444 to \$4,767 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.

The successful candidate will be responsible for purchasing supplies and management of inventory at our warehouse. Your duties will include but are not limited to researching, forecasting, purchasing, and management of equipment and property utilizing purchase orders and cards, spreadsheets, asset management software, and PeopleSoft; clerical work such as tracking purchase orders, producing Excel reports, and file management; back-up to the Property Assistant for vehicle maintenance and equipment installs. This is a full-time in-person position, remote work is not available.

MINIMUM QUALIFICATIONS

- High school diploma.
- Computer proficiency in Windows 11 and Microsoft Office products.
- Customer service skills.
- Ability to lift 40 pounds, repetitive bending, pushing, crouching on a daily basis.
- Ability to clearly and accurately articulate information.
- Must have a valid driver's license or be able to attain one by date of hire.

PREFERRED QUALIFICATIONS

Preference will be given to individuals with:

- Degree from an accredited institution of higher learning.
- Two years of storeroom/warehouse related work experience in equipment inventory management.
- Prior law enforcement experience.
- ND Level 2 Procurement certification.
- Forklift Safety certification.
- Experience with asset management software, advanced Excel, or PeopleSoft.

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 Sunday, August 23, 2026.

- 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.