

## **JOB TITLE: ADMINISTRATIVE ASSISTANT (Road & Bridge)**

### **SUPERVISOR: COUNTY ENGINEER**

#### **Primary Purpose:**

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The Road & Bridge Administrative Assistant provides clerical and administrative support to the Mountrail County Road & Bridge Department. Key responsibilities include assisting the public, maintaining records and databases, preparing reports, updating the department's website, and supporting departmental staff. This position also includes responsibilities related to the review and approval of overweight and oversize travel permits through the LoadPass Uniform Permitting System. Permit duties are shared among staff and include participation in a rotating weekend coverage schedule (remote coverage allowed). Performs all other duties as assigned by the County Engineer.

#### **Duties:**

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- Receive and transfer phone calls, record detailed messages, and assist the public in a professional and courteous manner.
- Coordinate office activities and operations to ensure efficiency and compliance with county policies.
- Maintain office supplies inventory and place orders when necessary.
- Manage agendas, travel arrangements, appointments, and schedules for upper management.
- Prepare and submit timely reports, presentations, and proposals as assigned.
- Plan meetings, prepare agendas, and take detailed minutes.
- Update and maintain office policies and procedures.
- Review, process, and approve overweight and oversize permits through the LoadPass Uniform Permitting System, including participation in a rotating weekend schedule (remote coverage allowed).
- Process township requests for assistance.
- Maintain inventory, equipment databases, and insurance updates.
- Maintain personnel timesheet database.
- Submit incident reports, equipment loss claims, and employee injury claims to the Auditor's Office.
- Coordinate right-of-way acquisitions for county road projects and compile right-of-way cost information.
- Assist with creating maps and mapping updates as needed.
- Assist with county meeting room rental procedures.
- Prepare bid opening documentation and create bid summaries.
- Attend meetings, trainings, and conventions as directed and authorized by the supervisor.
- Perform general clerical and administrative duties as needed.
- Other duties as assigned by the County Engineer.

**Minimum Qualifications:**

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- Associate's degree in Business Administration or equivalent experience preferred.
- Proficiency in Microsoft Office programs with strong aptitude for computer software.
- Knowledge of legal land descriptions.
- Excellent verbal and written communication skills.
- Ability to read, write, communicate, and understand English.
- Ability to work independently and manage multiple tasks efficiently.
- Strong attention to detail, problem-solving skills, and organizational ability.
- Must be self-motivated, trustworthy, and dependable.
- Ability to establish and maintain effective working relationships with county employees, department heads, and the public.
- Valid Class D driver's license.
- Must pass pre-employment drug and/or alcohol testing if offered the position.

**Mountrail County is an Equal Opportunity Employer.**

# **MOUNTRAIL COUNTY, ND**

## **EQUAL EMPLOYMENT OPPORTUNITY FORM**

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

***Mountrail County Title VI Coordinator***

Enclosures

## Mountrail County (2-2012)

**This form will not be part of your application file or included in the documentation provided to the selecting official.**

## Name

[illegible]**Position applying for**[illegible]

**Birthdate**

[illegible]

☐ Male  
☐ Female

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

[illegible][illegible]

State

[illegible]

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*We are an Equal Opportunity Employer.*

# APPLICATION FOR EMPLOYMENT

## ADMINISTRATIVE ASSISTANT

HUMAN RESOURCES  
hr@co.mountrail.nd.us  
701-628-8980

**MOUNTRAIL  
COUNTY**

This application is only for the position of Administrative Assistant (Road & Bridge), as advertised in the September 17 and 24, 2025 issues of the county official newspaper.

Thank you for your interest in employment with Mountrail County! Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

**Applications will be accepted until 4pm on Friday, September 26, 2025** at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

GENERAL INFORMATION	
FULL NAME	
MAILING ADDRESS	CITY/STATE/ZIP
PHONE #	EMAIL ADDRESS
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes	
On what date would you be available to work?	

EDUCATION / TRAINING	
Are you at least 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you graduate from High School or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's License #	State:
Other Education/Training	

QUALIFICATIONS

EMPLOYMENT / PROFESSIONAL REFERENCES		
Please list as references, three people that have knowledge of you and your qualifications. No relatives please.		
NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

VETERAN'S PREFERENCE
You must be a United States resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1.
Are you claiming Veteran's Preference under Section 37-19.1 of the NDCC? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>attach DD-214 &amp; Report of Separation</i>



**EMPLOYMENT EXPERIENCE**

Attach a separate sheet of paper for any additional employment history.

NAME OF MOST CURRENT EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

**DISCLAIMER**

I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I certify that I have not had a criminal driver's record on abstract for the past five (5) years. I authorize Mountrail County to perform a pre-employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant

Date