

JOB TITLE: ADMINISTRATIVE ASSISTANT (Road & Bridge)

Primary Purpose:

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:

- 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:

- 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]

We are an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT ADMINISTRATIVE ASSISTANT

This application is only for the position of Road & Bridge Administrative Assistant, as advertised in the September 30 and October 7, 2026 issues of the county official newspaper. **Applications will be accepted until 4pm on Friday, October 9, 2026** (position is considered open until filled) at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

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.

GENERAL INFORMATION		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? ☐ No ☐ Yes		
Are you at least 18 years of age or older? ☐ No ☐ Yes		
Have you ever been convicted of a crime other than a minor traffic violation? ☐ No ☐ Yes; <i>please explain.</i>		
<i>Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.</i>		
Are you related to a Mountrail County employee or County Commissioner? ☐ No ☐ Yes; <i>who?</i>		
On what date would you be available to work?		
How did you learn of this job opening?		

EDUCATION / TRAINING	
HIGH SCHOOL NAME/LOCATION	Did you graduate? ☐ No ☐ Yes
COLLEGE/LOCATION	Did you graduate? ☐ No ☐ Yes; <i>degree earned</i>
OTHER TRAINING/LOCATION	Did you graduate? ☐ No ☐ Yes; <i>degree earned</i>
OTHER EDUCATION/TRAINING/SKILLS	

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US 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. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

Veteran?

☐ No ☐ Yes; *must attach DD-214 & Report of Separation*

Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Deceased Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & Veteran's death certificate*

EMPLOYMENT EXPERIENCE

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

NAME OF MOST CURRENT EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>include supervisor's name and number.</i>	

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

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 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