

# Compliance Administrator

The North Dakota State Electrical Board will be hiring a full-time Compliance Administrator with the work area to be across the state. This individual will be responsible for assisting the Executive Director in overseeing/conducting field compliance audits, payroll duties, contractor orientations and ensure safety and protect life, health, and property in the daily use of electricity. Must create, manage, communicate goodwill between the NDSEB, the electrical industry and the public. Responsible for public relations initiatives for the NDSEB within the electrical industry.

Minimum qualifications are: Electrical vocational training, associate degree, or equivalent field experience and education; North Dakota master license required. Ten years' work experience as a licensed electrician in leadership, communication, and organizational skills to convey information to others in maintaining goodwill and have an understanding of individuals and the public needs. Experience in the interpretation, knowledge, implementation of federal and state regulations relating to the electrical industry. Have a firm knowledge of the National Electrical Code and the North Dakota Laws, Rules and Wiring Standards. Ability to be a problem solver with excellent interpersonal, written and oral skills. Ability to learn computer systems, read and trace circuitry, schematics and blueprints. Must be a self-starter committed to time management, highly motivated, teamwork, high quality customer service and be able to multi-task projects. Flexible scheduling and overnight travel required. Must be able to lift 50 pounds, climb ladders and scaffolds and follow safety procedures. Must possess a valid ND driver's license. Must successfully complete standard background and criminal record check.

Applicants must complete an [Application for Employment SFN 61953](#) available on the website at [www.ndseb.com](http://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, April 17, 2026.**

Mail:

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

Email:

[electric@nd.gov](mailto:electric@nd.gov)

Drop-off during regular business hours:

ND State Electrical Board  
1929 N. Washington St. Ste A-1  
Bismarck, ND 58501