FOR FORT BERTHOLD HOUSING AUTHORITY

JOB ANNOUNCEMENTS

June 7th, 2019

Administration
Recording Secretary - starting, Part-Time $DOQ/DOE.
Contract Officer - $Salary, DOQ/DOE.

Maintenance Dept.
Maintenance Clerk - starting, Full-Time $16.00 per hour
Materialist Specialist - starting, Full-Time $17.00 per hour
Maintenance Worker(s) - starting, Full-Time $17.00 per hour
LIHTC Custodian/Grounds keeper(s), - starting, Full-Time $16.00 p/h
Custodian - starting, Part-Time $16.00 p/h

Modernization/Renovation Dept.
Clerk - starting, Full-Time $16.00 per hour
Carpenter Helper(s) - starting, Full-Time $18.00 per hour
CDL Drivers - starting, Part-Time $DOQ

Lease Compliance Dept.
Lease Compliance Manager - starting, Full-Time $DOQ/DOE.
Lease Compliance Specialist - starting, Full-Time $16.00 p/h
(New Town, Parshall, and Four Bears)
Receptionist - starting, Full-Time $16.00 p/h
Court Advocate, Full-Time $DOQ/DOE.

Environmental Dept.
(1) Technician(s) - starting, Full-Time $17.00 p/h.

EXEMPLARY BENEFITS Free Employee Medical | Dental | Vision | Life Insurance
Matching 401 (k) plan

HOW TO APPLY: Submit a completed FBHA employment application to: Human Resource Office, Fort Berthold Housing Authority, and P.O. Box 310, New Town, North Dakota, 58763. To be considered the following documents must be attached to the application: Cover Letters and Resume, Tribal enrollment to claim Indian preference, DD-214 to claim Veteran’s preference, official college transcripts, and other pertinent documentation/credentials as required by the employment application. To obtain an FBHA Application and Job Description please call: (701) 627-4731 or download application on fbha.org website or scan complete application to hr@fbha.org.

NOTICE TO ALL APPLICANTS: It is the policy of the Fort Berthold Housing Authority to provide an alcohol and drug-free workplace. All appointments for employment are contingent upon receipt of a verified negative drug test through pre-employment drug testing, receipt of a favorable background investigation. Must have a valid North Dakota Driver License and be insurable under the Fort Berthold Housing Authority Insurance Carrier.

NO FAXED APPLICATIONS WILL BE ACCEPTED!