

[Job Applicant Tips](#)[Job Applicant FAQs](#)[Benefits](#)[State Internship Info](#)[Other State Job Sites](#)[Contact Us](#)[Job Description](#)[Sign](#)[Previous in List](#)[Next in List](#)**Job Details**

Job ID 3001239

Date Closed 09/15/2014

Job Title Paleontologist

Location Bismarck, ND

Regular/Temporary Regular

Full/Part Time Full-Time

Salary Range From 5625.00/ Monthly

Salary Range To 7083.00 / Monthly



North Dakota
Geological Survey

Vacancy Announcement**Paleontologist****NDIC Department of Mineral Resources****North Dakota Geological Survey****Location:** Bismarck, ND

Salary: \$5,625– \$7,083/month plus benefits including fully paid family health insurance

Closing Date: September 15, 2014**Position Number:** 405-4964**Classification:** Non-Classified Professional**Status:** Full-time, Regular**Recruitment:** External**Date Posted to Web:** July 23, 2014**Minimum Qualifications**

- A Doctoral degree in paleontology (preferred) or a Master's degree in paleontology and ten years of related experience
- Experience managing personnel and volunteers on field paleontological investigations and fossil digs
- Experience in curating fossil collections and managing paleontological laboratory resources
- Effective verbal and written communication skills are essential as evidenced through a continuous and comprehensive paleontological publication and presentation record
- Applicant must have a valid driver's license

Preferred Qualifications

- A strong background in the conduct of geologic and paleontological public outreach programs
- A background in the paleontology of Cenozoic vertebrates in the upper Midwest and Mesozoic and Paleozoic invertebrates
- Experience conducting paleontologic assessments and managing paleontological resources on government lands
- Experience creating and developing paleontological exhibits for the public
- Extensive knowledge of the geology and paleontology of North Dakota and its context within the regional geologic setting
- Experience acting in a paleontological advisory capacity to state and federal agencies
- Computer experience with working knowledge of Excel, Outlook, Word, Access, and other applicable programs

Application Procedures

- Apply by submitting qualifications online through the nd.gov recruiting solutions system:
https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteId=11000&
- Include, as attachments, a cover letter and resume, official college transcripts, and the names, addresses, and phone numbers of three references (faculty as well as past or present work supervisors).
- The Department of Mineral Resources-North Dakota Geological Survey staff will score applications against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates and the applications will be forwarded to the hiring manager for further consideration and possible interview, based on the final scores.
- Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.
- Applicants must be legally authorized to work in the United States.
- All application material must be **submitted** online on or before the closing date.

For More Information, Assistance or Accommodation Contact: Fred Anderson 701-328-8000 ND Relay Number: 1-800-366-6888

Fred Anderson, GeoTech Support Staff Officer
Department of Mineral Resources
600 East Boulevard Avenue Dept 405
Bismarck ND 58505-0405
Fax: 701-328-8022; e-mail: fjanderson@nd.gov

Summary of Work

Perform the duties of North Dakota State Paleontologist including the management of the Johnsrud Paleontological Laboratory and curation of the North Dakota State Fossil Collection at the North Dakota Heritage Center. Manage the North Dakota Geological Survey paleontological resources regulatory program and supervise paleontology staff during office, lab, and field work. Respond to public inquiries regarding paleontology in the state and act in an advisory capacity to other governmental entities regarding paleontological resources in North Dakota. Manage the review, approval, and issuing of paleontological collection permits within the state and supervise the NDGS public fossil digs program. Create and develop paleontological exhibits for the North Dakota Heritage Center and other public areas across the state.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

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