

**Job title: Licensing Specialist****Agency: North Dakota Real Estate Commission, a State government commission**

Location: Bismarck, in office

Fulltime, non-classified position with full State benefit package

Current position salary: \$3,713/month

Hired and supervised by Executive Director

**Job description****Summary of work:**

The North Dakota Real Estate Commission is charged with protecting the public by regulating the standards of practice of licensed real estate salespersons, brokers, and firms. This includes issuing and renewing licenses and assuring compliance with license laws and rules. These laws and rules cover standards for entry into the field and ongoing compliance with standards of practice. The commission consists of 5 individuals (3 of whom must be real estate brokers) appointed by the Governor, who employ an executive director to manage the day-to-day operations with a small staff.

**The commission staff:**

- Issue and renew licenses
- Certify pre-licensure/testing and continuing education
- Maintain licensing records
- Monitor insurance, registration, and education requirements
- Audit firm trust accounts and licensee education
- Monitor compliance with all licensing statutes and rules and process complaints
- Report to the commission for their general oversight and actions on standards and compliance

**The Licensing Specialist:**

- Works closely with Executive Director in implementing the new online system for commission licensing applications and other transactions
- Manages daily licensing application and review process, including credit and background checks
- Applies North Dakota license law and administrative rules daily in all work
- Completes all daily licensing actions such as transfers, certificates of licensure, activations, cancellations and more
- Documents internal policies and procedures
- Reviews and approves annual license renewals
- Assists the CPA/Auditor with annual trust account audits, continuing education audits, and errors and omissions insurance tracking
- Completes some daily office accounting functions as determined by CPA/Auditor for internal controls
- Informs Executive Director of program progress regularly
- Develops summary analyses and reports from online system data monthly
- Provides technical assistance to licensees and applicants daily
- Updates online information weekly
- Assists Executive Director with annual budget and reporting, and planning of new and upgraded programs as needed

- Operates as a member of a team of four staff to assure accurate and timely processing of licenses and high compliance with all statutes and rules

#### **Minimum qualifications**

- Bachelor's degree in business or related field
- Three years related experience, preferably experience with applying North Dakota laws to work with stakeholders
- Written communication skills and logic demonstrated by documenting a company's or agency's policies and procedures
- Proficient in Microsoft Excel, Outlook, and Word
- Excellent organizational skills demonstrated by experience in successfully planning and completing programs, new projects, and day-to-day tasks with efficiency
- Experience in using data for decision-making

#### **Preferred attributes**

- Highly motivated self-starter and learner
- Ability to determine both high-level and daily priorities

#### **Application procedure:**

##### **Email your:**

- **cover letter**
- **resume and**
- **college transcripts (copies and unofficial transcripts accepted)**

**to: Jeanne Prom, Executive Director, [jeprom@nd.gov](mailto:jeprom@nd.gov) or at [ndrec@nd.gov](mailto:ndrec@nd.gov).** Paper submissions will not be accepted.

Applications will be reviewed as they are received, and initial phone interviews will be conducted as soon as possible. This may be followed by additional interviews.

The job opening closes when an applicant is hired.

For more information and for any assistance in the application process, contact Jeanne Prom at 701.328.9737 or [jeprom@nd.gov](mailto:jeprom@nd.gov) or [ndrec@nd.gov](mailto:ndrec@nd.gov).

#### **Equal employment opportunity**

The State of North Dakota and this hiring agency do not discriminate based on 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.