



# BRAND RECORDER

**North Dakota Stockmen's Association**  
**407 S. Second St. • Bismarck, ND 58504**  
**(701) 223-2522 • [www.ndstockmen.org](http://www.ndstockmen.org)**

The North Dakota Stockmen's Association is seeking an enthusiastic, detail-oriented professional with strong computer skills to oversee the state's brand recording program. Major tasks will include maintaining the state's brand records; publishing a brand book and its supplements; generating various reports and brand documents; assisting livestock producers and brand inspectors with questions about brands; answering phones; and proofreading. This is a full-time position with the successful applicant reporting to the headquarters office in Bismarck. A limited amount of travel, including overnight stays, within the state will be required.

## **Skills:**

Applicants should be proficient in Microsoft Word, Excel and Access or other database software. Strong organizational, customer service and communication skills; attention to detail; and the ability to work in individual and team settings and to manage multiple deadlines are essential. Livestock industry and brand experience would also be helpful.

## **Responsibilities:**

The brand recorder will have these primary responsibilities:

- Maintain the state's brand records by renewing, recording and transferring brands.
- Publish the brand book and monthly and annual supplements.
- Generate missing livestock reports, permanent horse permits and other brand documents.
- Receipt money and prepare deposits.
- Assist producers and brand inspectors with questions about brands.
- Prepare reports and activities for the NDSA Brand Board, Brand & Theft Committee and Annual Convention.
- Answer telephones.
- Proofread, archive and file various documents.
- Others as directed to support other staff and volunteer leaders.

## **Qualifications:**

Applicants should have a computer, business, agricultural or related degree or experience equivalent. Applicants must also demonstrate a strong work ethic and a commitment to the objectives of the organization.

## **Compensation:**

The brand recorder will be offered a competitive compensation and benefits package, including health insurance and a 401(k) savings plan with a company match.

## **To Apply:**

Applicants should send a cover letter, resume (with reference names) and college transcript (original or copy) to North Dakota Stockmen's Association, 407 S. Second St., Bismarck, ND 58504. The deadline is July 31.

## **Timeline:**

The brand recorder position is expected to be filled in Late Summer 2019.