



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: IT Technician (IT Department; Full Time - Regular)**

**Summary:** This position provides information technology support services to Tribal government employees in their use of Tribal government computers. Installs, troubleshoots and services information technology equipment and software.

**Employment Qualifications:** A qualified candidate offers:

- an Associate's Degree in a Computer Science or related discipline; OR three (3) years specific field experience in the technical support of computers; and
- a valid Driver's License with the ability to be insured under the company's auto insurance policy

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE10

**Hiring Range:** \$17.45 - \$21.84

**Status:** Non- Exempt / Hourly/ Bi-weekly Pay

#### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

*To apply, please submit completed application, degree transcripts, any relevant training/certificates, cover letter, resume, and copy of driver's license front and back to:*

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes: passing a pre-employment drug test, passing an extensive background investigation in accordance with Tribal Government & Gaming Commission regulations, successfully completing a 90-day introductory period, possessing a valid Driver's License throughout employment, and being insurable under the Tribe's auto insurance policy.**

**Incomplete submissions will not be considered**

***For the complete job description or further information, please contact the LRBOI HR Department.***

Posted – 03/11/2021

**Remove – Until Filled**