



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Wildlife Technician I - (1 Full Time - Regular)**

**Summary:** This position will be responsible for assisting the Wildlife Division in support activities to protect, develop, and maintain wildlife populations and habitat within the 1836 Ceded Territory. This position will include extensive fieldwork, equipment maintenance, public assistance, and office support activities.

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

- A High School Diploma or GED and one (1) year specific field experience in wildlife management; and
- A valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Proficiency and demonstrable computer skills with MS Office applications, specifically Excel; and
- Experience operating and trailering farm tractors, farm equipment, snowmobiles and off-road vehicles; and
- Strong verbal communication, written communication, organizational, interpersonal, and teamwork skills; and
- Heightened attention to detail and accuracy; and
- Commitment to confidentiality.

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

**Pay Grade:** NE7

**Hiring Range:** \$13.11 - \$16.41 Commensurate with Verified Qualifications

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

**Background Check:** Basic

### **Application Instructions:**

**Obtain an application form and a copy of the position description 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 LRBOI application, cover letter, transcripts for Associate Degree, any/all licensure(s) and/or certifications required/relevant for position, and resume, 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) .*

**Incomplete submissions will not be considered.**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**Posted 08/03/2021**

**Remove - Until Filled**