



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: IT Help Desk Technician - IT Dept. - Full Time - Regular – Repost**

**Pay Grade:** NE8 **Hiring Range:** \$16.22 - \$19.69 – **Commensurate with Verified Qualifications**  
**Status:** Non- Exempt / Hourly/ Bi-weekly Pay **Background Check:** Extensive

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

**Summary:** This position provides information technology support services to Tribal Government employees in their use of Tribal Government computers. Answers the Help Desk call in number and provides basic services for information technology equipment and software.

### **Employment Qualifications: Minimum Necessary Qualifications-**

A qualified candidate offers:

- High School Diploma or GED; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, 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.

### **Duties and Responsibilities:**

1. Answers the IT Help Desk call in line.
2. Perform data entry of requests, documents requests and other clerical support.
3. Must be willing to learn basic IT assets such as workstations, printers, telephone equipment.
4. Produce requisitions for various department equipment and supplies.
5. Coordinates, information requirements with other departments.
6. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
7. As directed by the IT Operations Engineer and/or Executive Lead.

### **Other Skills and Abilities:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational and project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently as well as cooperatively with other departments, and a commitment to confidentiality.

### **Supervisory Responsibilities:**

None.

### **Physical Demands:**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**Working Environment:**

The majority of work is performed in a climate-controlled office environment, though periods of exposure to outdoor elements is to be expected. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**Application Instructions:**

**Obtain an application form** online on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) under the "Employment" 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: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) . **Attn: HR**

**To apply, please submit LRBOI completed application**, and a copy of Tribal ID front/back (if applicable);to:

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

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

**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.**

*For further information, please contact the LRBOI HR Department.*

**Posted: 09-03-2024**

**Removal: Until Filled**