



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **IT Help Desk Technician - IT Department - FT – Regular (1)**

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: Minimum Necessary Qualifications-

- High School Diploma or GED; and
- A valid Operator's License with the ability to be insured under Tribe's policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 successful completion of the ninety (90) day introductory period.

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

Pay Grade: NE8 **Hiring Range:** \$15.00 - \$18.32 – **Commensurate with Verified Qualifications**

Status: Non- Exempt / Hourly/ Bi-weekly Pay **Background Check:** Extensive

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website 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.

To apply: Please submit completed application, any relevant training/certificates, cover letter, resume, copy of Tribal ID Front/back (if applicable) 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: 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.

Incomplete submissions will not be considered

For further information, please contact the LRBOI HR Department.

Posted: 03-29-2023

Removal: 04-12-2023