



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Wildlife Technician - Seasonal - (2 - Full Time - Temporary)

Summary: This position will be responsible for assisting the wildlife biologist with the research and monitoring of wildlife resources and habitat in treaty areas. This position will include extensive fieldwork, equipment maintenance, public assistance, and office support activities. Temporary work limited to 89 days and /or 990 hours.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications -

- A High School Diploma or GED; and
- One (1) year field experience in wildlife or forestry; 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
- 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.

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

Pay Grade: NE7 **Hiring Range:** \$15.00 - \$18.02 Commensurate with Verified Qualifications
Status: Non- Exempt / Hourly/Bi-weekly Pay **Background Check:** Basic

Application Instructions:

Obtain an application form (fillable online application available) @ www.lrboi-nsn.gov under "Employment" heading or obtain a copy of the application and position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: aliciagoff@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: apply@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.

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

Posted: 02/06/2024

Removal: 02/20/2024