



13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

Job Description

IT specialist

Posted Date: July 29, 2019

Closing Date: Until Filled

Salary: \$18.00-\$22.00/hour D.O.Q.

Department: Tribal Government Administration

Reports to: IT Director

Summary:

The IT Specialist works with other IT personnel to maintain the computers, peripherals, network infrastructure, applications and telephone systems. S/he is also responsible or assisting with A/V setup and maintenance for meetings and presentations.

Job Responsibilities:

- Perform help desk functions to include troubleshooting and correcting all problems related to hardware, software, network and on-line systems
- Support current Microsoft (and Mac if applicable) operating systems
- Assist in setup, security, and maintenance of A/V (Audio-Visual) equipment
- Provide minor programming and design of spreadsheets and databases
- Maintain security and reliability of the network and its associated components
- Provide positive customer support and training to the end user
- Safeguard assets, keys, proprietary information, and other assigned properties within the department and businesses
- Perform cat5e or cat6 wiring and diagnostics
- Perform wire maintenance
- Participate in the "on-call" rotation
- Work a rotating schedule that may include weekends
- Keep up to date with relevant systems, hardware and software
- If necessary, liaise with third-party software and hardware support and IT related equipment vendors
- Supporting the roll-out of new applications and hardware
- Working continuously on a task alone or in a team environment until completion (or referral to third parties, if appropriate)

- Cross train with other IT department staff to continue to learn and assist with other IT processes
- Perform other duties as assigned

Minimum Qualifications:

- Working knowledge of computer hardware and troubleshooting, windows and windows-based applications, and network technologies
- Two years' experience in a computer related field desired, preferably at a support level
- Excellent attendance record, have a positive attitude, have good communication skills, be well organized, and be customer service oriented
- Desirable; secondary education in a computer related subject, computer related certifications
- Desirable; Background in Tribal or Government programs; gaming operations
- Experience and working knowledge of network technologies
- Thorough knowledge of current MS Office products
- Must be able to pass a pre-employment drug screen and random drug screens thereafter.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

SUBMIT OR MAIL TO:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394 W Trepania Road
Hayward, WI 54843**

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.