



**Area Wide  
Job Vacancy Announcement  
MIS Network Analyst**

**OPEN:** Thursday, May 3, 2018  
**CLOSE:** Thursday, May 17, 2018 @ Close of Business 5:00pm  
**WAGE:** Depending on Qualifications

**SUMMARY:** The position is responsible for the casino and department paperwork submitted on a regular basis to insure all accuracy and completeness.

**QUALIFICATIONS:**

- Must have a minimum of 3 years' experience in clerical work or Associates Degree in a related field, required.
- Knowledgeable in the use of computer and computer systems and applications such office suites, timekeeping module.
- Must be 21 years of age or older.
- Knowledge in the operation of office equipment, i.e., telephone, printers, fax and scanning machines.
- Critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.
- Good listening skills giving full attention to what other people are saying taking time to understand the points being made asking questions as appropriate.
- Systems analysis determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Active learning understanding the implications of new information for both current and future problem solving and decision making.
- Minimum 1-year experience as supervisor preferred.
- Good project management skills.
- Good organization and problem-solving skills.
- Working knowledge of Microsoft Dynamics Great Plains Software.
- Working knowledge of Oasis Gaming Software.
- Working knowledge of Opera Lodge Software.
- Working knowledge of Micros POS Software.
- Interpersonal and communication skills.
- Decision-making and problem-solving skills.
- Able to lift, carry, or push 50+ lbs.
- Must be able to work in an environment containing excessive noise, smoke and stress.
- Must be able to obtain a gaming license, this process includes a full background check.
- Must be drug & alcohol free as a condition of employment.

*4 Bears Casino & Lodge of the Fort Berthold Indian Reservation recognizes and will carry out to the greatest extent feasible the Indian Preference policies of the Three Affiliated Tribes. Subject to the Indian preference policies of the Three Affiliated Tribes, all candidates will receive consideration without regard to race, color, sex, age, religion, national origin, sexual preference, or physical disability (where reasonable accommodation is possible). Veteran's preference is also given.*

*For information on "How to Apply", please contact the HR Department @ 701-627-4018, ext. 7565. For current casino employees, please reference Policy Nos. 020, 029, and 030 or contact the HR Department during regular business hours for process or questions on applying for the position. For a full review of the job description duties and responsibilities, please contact the HR department. **Must provide a resume with application.***