



# AREA WIDE JOB VACANCY ANNOUNCEMENT MIS Technician

**OPEN:** Wednesday, March 17, 2021  
**CLOSE:** Wednesday, March 31, 2021 @ Close of Business 5:00pm  
**WAGE:** DOQ

**SUMMARY:** Assists the MIS Administrator with the support, training, development, and maintenance of the computer hardware, software, and other related computer/electronic equipment in the casino and administrative offices.

## **QUALIFICATIONS:**

- Must be 21 years of age or older.
- Must possess a High School Diploma/ GED, or a DD-214 with an honorable discharge with a minimum of 3 years experience in computer science, or an Information Systems Degree required.
- Have an excellent working knowledge of all Microsoft products including, but not limited to: MS Office Products, Windows 2000 professional/server, Windows 98/2000/XP, and Windows 2003.
- Must be familiar with the concepts of server based networking to include the understanding of various network topologies, IP addressing, and IP Troubleshooting.
- Must have technical experience with troubleshooting and installation of computer peripherals to include Laser printers, printers, and scanners.
- Must be able to work flexible schedules that includes weekends and holidays as needed and remain on call for emergencies.
- Must possess strong to excellent organizational, interpersonal, communication, and problem solving skills.
- Demonstrate strong verbal and written communication skills.
- Must be able to work in an environment containing excessive noise, smoke and stress.
- Ability to work independently without supervision.
- Must be able to obtain a gaming license.
- Must adhere to the casino's substance abuse policies and pass the pre-employment drug and alcohol test 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.***