



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Desktop Support Specialist I**  
**SUPERVISOR:** Director of Information Technology  
**LOCATION:** William Wildcat Tribal Center  
**POST DATE:** March 6, 2026  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to assist with the computer operations of the Tribe.

**Qualifications:** High School Diploma or equivalent is required. Post-secondary coursework or training certification in computer technology is preferred.

**Salary:** \$20.00-\$24.00 depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Desktop Support Specialist I

**B. DEPARTMENT:** Management Information Systems (MIS)

**C. SUPERVISOR'S TITLE:** Director of Information Technology

**D. DESCRIPTION OF DUTIES:** The primary responsibility is to assist with the computer operations of the Tribe. Specific responsibilities include but are not limited to the following:

1. Maintains and audits records for software licensing.
2. Independently configures, installs, and maintains hardware and software such as personal computers, systems software, and local printers.
3. Leads the installation of Cat 5 and telephone wiring.
4. Responds to employee requests for assistance, prioritizing and resolving issues.
5. Manages network login creation and password management for users.
6. Provides support to network users regarding access to resources and the operation of software programs.
7. Communicates with other departments to report and resolve software, hardware, and operations issues.
8. Leads the testing and installation of software upgrades.
9. Other related duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with the supervisor, co-workers, and other satellite locations of the Tribe.
2. **External:** Moderate contact with vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Performs job responsibilities while receiving general direction and supervision from IT Administration.

**H. EDUCATION:** High School Diploma or equivalent is required. Post-secondary coursework or training certification in computer technology is preferred.

**I. EXPERIENCE:** Must have experience with configuring and troubleshooting computer hardware and software. Must be able to manage confidential and sensitive information. Must have the ability to assist in training other personnel.

**J. SKILLS:**

1. Must possess strong communication and organizational skills.

2. Must have knowledge and experience in pulling telephone and data cables and terminating jacks.
3. Must have foundational computer systems knowledge, particularly in data processing and word processing.
4. Manages inventory control.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Majority of the responsibilities will be within a business operation with exposure to differentials in temperature.
2. **Exposure to Hazards:** Due to the nature of the work, exposure to electrical systems will occur.
3. **Physical Requirements:** Standing, sitting, walking, bending, and lifting 50lbs. safely is required, and the ability to work on a ladder at a height of 10’.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Desktop Support Specialist I to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

<b>Employee</b>	<b>Date</b>	<b>Manager</b>	<b>Date</b>
<u>Previously signed</u>		<u>Previously signed</u>	
<b>Tribal Administrator</b>	<b>Date</b>	<b>Human Resource Director</b>	<b>Date</b>