Spirit Lake Casino & Resort

JOB DESCRIPTION

POSITION TITLE: Technician
DEPARTMENT: MIS
SALARY: **DOQ**
POSTING DATES: **Until Filled**

GENERAL DESCRIPTION:

The MIS Technician may be exposed to matters of a highly confidential nature. Because of this the MIS Technician will be required to sign an Agreement for Confidentiality document that will be provided by the Human Resource Department. Failure to abide by the terms listed in the document will result in immediate termination from the Casino. The Technician is responsible for general end-user support including hardware and software. He or she reports directly to the MIS Director.

DUTIES AND RESPONSIBILITIES:

- Ensure that the backup systems are in working order and that backups are done daily.
- Complete assigned tasks as they apply to all systems within the Casino and Resort.
- Perform basic installation and maintenance on all computers within the Casino
- Maintain a current inventory of all computerized systems within the Casino, working with the shipping and receiving department when items are received or disposed of.
- Complete daily work orders. When working mornings, run daily reports from the correct systems for revenue audit.
- Shared IT systems end user support.
- Other duties as may be assigned.

QUALIFICATIONS:

- Two-year degree in Information Technology or related experience.
- Must consent to a background check in order to qualify for a gaming license.
- Physical requirements:
    - Heavy lifting
    - Working in confined spaces
    - Working on ladders

EMPLOYMENT STATUS:

Full-Time, Hourly position. Full benefit package includes Health Insurance, Life Insurance, Personal Time Off, 401K Plan. Native American preference applies.