

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail carla.matt@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Administrative Property & Supply Technician

LOCATION: Property & Supply—Kicking Horse

SALARY: \$17.10 - \$19.65 per hour

CLOSING DATE: Thursday, January 23, 2025 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

- This position consists of a full working level Specialist work administering the tribal property management system. Full Procured inventory for all Tribal Equipment and Building Assets.
- Duties involve all phases of maintaining accountability, and assuring proper utilization of personal property of the tribe. This includes not only tribal personal property but also federal property being utilized by 93-638 contracts and grants and state property.
- Assist Specialist with the tribal property management system; initiates accountable property records upon acquisition and assignment of personal property to programs. Collects data pertinent to property records and enters data on computerized inventory system. Collection of photos, tagging and communicating with a responsible employee per department.
- Assist Specialist when receives and processes requests for transfers and reassignments of personal property. Initiates disposal procedures on property that becomes lost, stolen, excess, or surplus. Processing all paperwork accordingly like transfer forms and Report of Surveys.
- Assist Specialist when arranges sale of surplus property when it is required on a yearly basis. Full accountability according to the Procurement Manual
- Assist Specialist when updates property records on any property where changes have occurred. Maintains records on property that requires scheduled preventive maintenance service.
- Assist Specialist when conducts on-site visual inventories as required. Periodically reviews entire property management system and makes recommendations on any changes or additions to keep system up-to-date. Proved physical Inventory Reporting for the auditing

- Assist Specialist to monitor the personal property system and inventories of the tribe to ensure that property custodians are following property procedures in maintaining accountability of all property owned and/or being used by the tribe. Assuring that 93-638 contracts and grants have adequate property records.
- Assist Specialist and responsible for maintaining and storing excess property to be used by specified programs and/or to be used in equipment pool to be drawn on by all programs. Issues temporary property receipts as deemed necessary.
- Assist Specialist and has full responsibility to report for the CSKT Auditing of all Tribal Assets, buildings, Improvement, etc... other duties assigned
- This position is considered an essential worker

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Completion of high school or equivalent. At least one year of relevant experience in business management, bookkeeping and clerical work or any equivalent combination of training and experience.
- Working knowledge of property management procedures; basic knowledge of federal property management regulations; broad knowledge of property management laws; general knowledge of procurement procedures; working knowledge of modern office practices and procedures involving scheduling and planning; working knowledge of modern bookkeeping procedures, and mathematical development at GED scale level 2.
- Ability to establish and maintain effective working relationships with other employees and the general public. Ability to read and understand a variety of interrelated written instructions, guideline, policies, and procedures related to property and procurement systems. Ability to develop well written and oral statements of work and specifications which are clear, concise and easily understood by all parties involved in the property management system. Ability to exercise sound judgment in complex situations and knowledge of appropriate technical sources of information to assist in making responsible well-informed determinations. Physically able to lift up to 50lbs. Must be able to possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Delphine Bourdon at (406) 675-2700 Ext. 1051