

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: **Administrative Secretary**

LOCATION: Tribal Preservation Department

SALARY: \$19.16 to \$22.02 per hour

CLOSING DATE: Thursday, January 9, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is (not) a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy.

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.

- Duties include:

- Greets and welcomes the general public in a professional and courteous manner and direct them to the appropriate staff/program within the Tribal system.
- Receives and directs calls from a multi-line telephone, taking messages when necessary.
- Maintains a daily record of all incoming and outgoing mail, ensuring information is delivered timely to the correct personnel.
- Enters all incoming Federal and State Cultural Resource requests into departments master database.
- Maintains the departments hard copy filing system, ensuring all formal responses and other correspondences are filed accurately and in a timely manner.
- Assists Administrative Manager/Bookkeeper to prepare travel requests by arranging and securing reservations for method of travel, hotel/motel accommodations and conference/workshop registration.
- Assists Administrative Manager/Bookkeeper with preparing and processing Purchase Requisition Orders.
- Assist Administrative Manager/Bookkeeper with data entry to account ledgers.
- Other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Position must have an Associate's Degree in Secretarial Science and Accounting with two (2) years' experience in Office Management, -OR- five (5) years of experience with two (2) of those years' in office management, modern office practices and procedures, and clerical and accounting practices and procedures; -OR- a four (4) year degree in any field.
- Must possess knowledge of CS&KT administration and accounting policies and procedures.
- Must possess ability to communicate effectively verbally and in writing.
- Must possess or be eligible for a Montana Driver's License.
- Must possess skills in operating a variety of office equipment, including the fax machine, a 10-key calculator and computer.
- Must possess the ability to handle adverse situations.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ Interested applicants may ask for a full position description from the Tribal Personnel Department.

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**



INCLUDE LETTER OF REFERENCE, A COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Gabrielle Ardis, Preservation Department Administrative Manager/Bookkeeper @ Ext. 1359.