

CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL OFFICE FAX: 406.226.2562  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)

\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\*

**TITLE:** Tribal Legislative Attorney (Contract Position)

**LOCATION:** Eligible for remote work  
Tribal Legal Department  
Pablo, MT

**SALARY:** D.O.E. Including benefits

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

**SPECIAL CONDITIONS:**

This is a 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 will serve a six-month probationary period.**

The primary responsibilities of the Tribal Legislative Attorney is to review, revise, and draft CSKT's codes and ordinances. At the outset, the attorney will prioritize revising and drafting the Tribe's criminal justice-related codes and ordinances to prepare CSKT for potentially exercising expanded criminal jurisdiction and implementing the Tribal Law and Order Act (if the Tribal Council decides to enact this type of legislation). The attorney will develop a plan for regular review of all Tribal Codes and will develop and establish a process for code prioritization, revision, public notice and comment, and standardized code drafting rules.

**DUTIES INCLUDE:**

- Reviews, revises, and drafts CSKT's codes and ordinances.
- Oversees the process of identifying and codifying all existing CSKT laws, in a collaboration with an external codification service.
- Develops and establishes a process for Tribal Code prioritization and revision.
- Develops standardized code drafting rules for language that is clear, concise, and consistent.

- Develops a process for providing proper public notice of and soliciting public comments on proposed changes to the CSKT Code.
- Works in cooperation with the relevant Tribal Departments and other stakeholders on code review, revisions, drafting, and policy development.
- Researches proposed legislation from stakeholders to determine constitutional issues, proper statutory construction, and possible issues in implementation of code changes.
- Completes repeated edits to ensure code drafts are correct, clear, concise, consistent, and without error.
- Develops a process for maintaining CSKT's Official Tribal Code and ensures that the online version is up-to-date.
- Performs other appropriate duties as directed.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- A law degree from an American Bar Association accredited law school.
- Be licensed to practice law in the State of Montana and be in good standing with the Montana Supreme Court or eligible to waive into admission in Montana within one (1) year of hiring.
- Be in good standing in the jurisdictions in which the attorney is admitted to practice law.
- Three (3) years of experience practicing law as an attorney.
- Significant experience drafting codes, statutes, or ordinances, particularly related to criminal justice.
- Demonstrated extensive knowledge of Indian Law, including use of customs and traditions, sovereignty, self-governance, and sovereign immunity.
- Demonstrated record of reliability and professionalism.
- Demonstrated ability to work both independently and collaboratively.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of valid state driver's license.
3. Submit legal writing sample
4. Certified copies of relevant academic transcripts and training certificates.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo, MT 59855, 406.675.2700, ext. 1040.

**FOR MORE INFORMATION:**

Contact person: Katie Jones, Tribal Attorney @ 406.675.2700, or email: [Katie.Jones@cskt.org](mailto:Katie.Jones@cskt.org).