

**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
E-mail: sherry.dupuis@cskt.org**

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

TITLE: Administrative Assistant - Ksanka Culture Committee
(May be hired under Contract)

LOCATION: Ksanka Culture Committee Hall - Elmo, MT

SALARY: Negotiable – DOE

CLOSING DATE: Thursday, January 30th, 2025 @ 5:30pm

SPECIAL CONDITIONS:

This is a Non-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.** The Administrative Assistant is a full-time administrative position that is responsible for maintaining the efficiency and effectiveness of the Ksanka Culture Committee through oversight of general office administrative procedures and undertaking specific projects as assigned. This position is responsible for the performance, oversight or delegation of a variety of administrative functions including but not limited to:

- Assuring the accurate and efficient coordination of all administrative activities between Ksanka Culture Committee and other CSKT departments.
- Assist the Program Director in development of annual program goals and objectives.
- Assist the Program Director to assure the program is continuing to make progress with long-range goals.
- Assist the Program Director with conducting staff meetings to detail activities of staff.
- Certify monthly expenditures and process monthly and quarterly certifications and reports and complete Journal Entries to insure revenues and expenditures are recorded accurately. Attend all Financial Leaders Training sessions.
- Coordinates with staff on the organizing and record maintenance of monthly Elder's Meetings. Conducts research and compiles information on issues generated in the meetings and prepares written reports of findings for the Program Director.
- Maintains informal personnel files for employees under immediate supervision of the Program Director, ensuring all appropriate documents are secured; processes personnel action forms according to policy; schedules Annual Performance Evaluations for the Director.

- Responds to inquiries on routine administrative aspects of the program and activities.
- Coordinates meetings and correspondence with all other Kootenai Bands as necessary.
- Organizes with other CSKT departments and various organizations to do cultural awareness workshops.
- Participates in Annual Meetings with the Tribal Council.
- Participates in Kootenai cultural activities and/or gatherings.
- Perform all other administrative duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Formal education in an administrative related field equivalent to an Associate's degree and five (5) years' experience in the field of administration or any equivalent combination of training or experience.
- Working knowledge of the CSKT administrative policies and functions, and ability to deal with Contracts & Grants, Personnel and Accounting offices is required.
- Skilled at operating personal computers with word processing, databases and spreadsheet applications.
- Effective communication skills in a variety of mediums including report writing, letters, research documents, and oral presentations to a variety of audiences.
- Ability to write procedures and interpret regulations and policies.
- Ability to maintain confidentiality.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Ability to establish and maintain effective working relationships with Tribal officials, employees, Tribal Members, the general public and representatives of other agencies.
- Knowledge of Ksanka families, traditions, language and cultural community.

❖ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copies of relevant academic transcripts and/or training certificates.
3. Proof of Tribal Enrollment from a Federally recognized Tribe if other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact – Vernon Finley, Director of Ksanka Culture Committee at 406-675-2700, Ext. 7401; or Email: vernon.finley@cskt.org