

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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PABLO MT 59855  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Administrative Secretary  
**LOCATION:** Tribal Preservation Department  
**SALARY:** \$19.16 to \$22.02 per hour  
**CLOSING DATE:** Thursday, January 16, 2025 @ 5:30pm

**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](mailto:personnel@cskt.org). **FOR MORE INFORMATION:** Contact Gabrielle Ardis, Preservation Department Administrative Manager/Bookkeeper @ Ext. 1359.