

**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: Legal Assistant/Law Office Administrative Assistant

LOCATION: Tribal Prosecutors Office – Pablo, MT

SALARY: \$24.95 to \$28.68 (Including Benefits: Health and Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays)

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.** This position requires certain specialized knowledge to assist the administrative staff, attorneys and advocates in the Tribal Prosecutors Office.

Duties may include, but are not limited to:

- Drafts simple legal documents such as motions, orders and petitions to revoke.
- Assists with criminal preparation, child protective services case preparation, mental health and adult protective cases.
- Enters and updates information in case management software to maintain electronic file records.
- Maintains case files for deferred sentences and prosecutions and tracks end dates to ensure that conditions are met.
- Assists staff in retrieving relevant documents such as court filings or orders.
- Answering, screening and routing incoming phone calls to appropriate staff in the absence of the Receptionist/File Clerk.
- Prepares correspondence, forms and memoranda; editing outgoing documents for grammar and spelling.
- Maintains incoming mail log and routes to appropriate staff person in the absence of the Receptionist/File Clerk.
- Receives and welcomes visitors and directs them to appropriate staff persons.
- Assists the public regarding matters under the jurisdiction of the Tribal Prosecutors Office.

- Conducts various types of communications with Federal, State, and local government agencies, firms, or individuals in carrying out an authorized assignment, in conformity with practices necessary to properly conduct legal business and to perform the duties assigned.
- In the absence of the Law Office Administrator, will prepare timesheets and submit to payroll for processing and supply requisitions of office supplies as needed.
- Responsible for creating data bases for tracking purposes including, but not limited to, criminal background checks, traffic court, criminal disposition of cases and keeps court calendars current for upcoming cases.
- Performs filing duties with the department's various filing systems.
- Maintains the various filing systems for the Prosecutors Office, including maintaining the hard copy and computer filing system to ensure staff can quickly retrieve information as needed.
- Maintains physical evidence and who has access to evidence.
- Responsible for performance of paralegal duties as assigned.
- Prepares requests for evidence and maintains records showing evidence received, dates thereof and distributing such records to attorneys as needed for discovery.
- Incumbent will maintain a high degree of confidentiality.
- Provides other routine duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High School Diploma or equivalent is required.
- Associate of Applied Science degree in Paralegal/Legal studies **or** a Legal Secretary certificate **or** five (5) years of legal secretarial experience.
- Legal knowledge of office principles, practices and procedures.
- Must be able to maintain confidentiality which includes information in regards to staff and program operations; required to sign a Confidentiality Agreement.
- Skilled in oral and written communications, grammar and spelling, use of wide variety of office equipment including computers, and good telephone techniques.
- Must complete and pass the CJIN Background Investigation.

❖ 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 the 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 – Pamela McDonald, Law Office Administrator @ 675-2700 Ext. 1176.