

**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 Secretary Assistant

LOCATION: Tribal Prosecutors Office – Pablo, MT

SALARY: \$19.62 to \$22.55 (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 is a technical skilled position that requires certain specialized legal knowledge to assist the Legal Assistant/Law Office Administrative Assistant, attorneys and advocates in the Tribal Prosecutors Office.

Duties may include, but are not limited to:

- Assists in drafting simple legal documents such as motions, orders and petitions to revoke.
- Enters and updates information in case management software to maintain electronic file records.
- Uploads Court notes and updates new Court hearing dates in case management software.
- Checks for accuracy of data entered into case management software.
- Assists in retrieving relevant documents such as court filings or orders.
- Assists in preparation of correspondence, forms and memorandums and editing outgoing documents for grammar and spelling.

- Assists in conducting 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.
- Assists in creating databases 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.
- Incumbent will maintain a high degree of confidentiality.
- Assists in maintaining the physical evidence.
- Provides other routine duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or equivalent is required.
- Incumbent must have a minimum of two (2) years legal secretarial experience.
- Knowledge of legal office principles, practices and procedures is required.
- Ability to learn quickly, work calmly and efficiently under pressure all while handling work professionally and courteously; maintain effective working relationships and a high level of confidentiality.
- Skilled in oral and written communications, grammar and spelling, use of wide variety of office equipment including computers, legal practice management software 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.