

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: 406.226.2562  
WEBSITE ADDRESS: [cskt.org/personnel](http://cskt.org/personnel)  
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**\* \* \* V A C A N C Y   A N N O U N C E M E N T \* \* \***

**TITLE:** Administrative Support

**LOCATION:** Tribal Defenders Office  
Pablo, MT.

**SALARY:** \$16.82 to \$19.33 including benefits

**CLOSING DATE:** Monday, June 2, 2025 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This 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.**

This position is responsible for administrative support and reception for the Tribal Defenders Office (TDO). As the first person who comes in contact with Defender clients, administrative support plays a major part in the Defenders' commitment to client directed services by performing duties as follows:

- Assists the Legal Secretary to receive all incoming telephone calls and walk in contacts with Tribal members seeking assistance from the Tribal Defenders Office. This includes obtaining necessary information in order to direct the person accordingly.
- When necessary, assists the Legal Secretary to receive emailed court documents and discovery, checking the shared prosecutor/defender shared folder and defender email at least twice daily. Assists to ensure that all incoming correspondence, discovery and court notices are promptly mailed or emailed to clients, distributed to Defender staff, and uploaded to the case management software.
- When necessary, assists the Legal Secretary to provide direct assistance to Defender clients by reminding them of court appearances, sending letters explaining court requirements, making copies, assisting clients to contact other agencies, and assisting them to access *pro se* forms as directed by Defender Attorneys or advocates.

- Delivers hard copy court filings to the court.
- Organizes and inputs information into the Defenders' case management software to make it useful to Defender staff. Administrative support requests discovery and uploads documents into the software, properly identified and dated to ease access to documents on the software.
- Organizes the Defenders' shared documents by deleting unnecessary information and properly labeling information, and placing in applicable shared folders to allow Defender staff ease of accessing shared information.
- Monitors deferred prosecutions and deferred sentences and tracks whether conditions were completed, including contacting clients. Drafts motions to dismiss for attorney or advocate signature.
- Maintains security of confidential and sensitive information.
- Closes client files by entering information into case management software, checking for accuracy of information entered when matter was opened, and filing the hand file in closed files.
- Other duties as assigned.

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

- Must possess a high school diploma or GED.
- Preferred office administration training or one (1) year secretarial, receptionist or office administration experience.
- Must have knowledge of, and ability to navigate, office management and legal case management software.
- This position requires reading comprehension skills and ability to write letters and simple court filings that are clear, concise, and grammatically correct.
- Must be willing and able to follow ethical requirements expected of one who works in a public defender office, including loyalty to the client and strict confidentiality constraints.
- Must not have a current and/or pending criminal case.
- Must not have a record or history of habitual alcohol or drug abuse within the last five (5) years, including criminal charges related to alcohol or drug abuse.
- Must not have been convicted of or terminated from employment for theft, fraud or misuse of funds.
- Must not have been dismissed, or resigned from employment in the last five (5) years due to threat of disciplinary action that could result in termination of employment.

**SUBMIT:**

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application.)
2. Copies of relevant licenses, academic transcripts and relevant training certificates.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.

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

**.FOR MORE INFORMATION:** Contact Ann Miller, Managing Attorney, Tribal Defenders Office @ 406.675.2700, ext. 1133.