

**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

E-mail: sherry.dupuis@cskt.org

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

TITLE: Law Office Administrator (Contract Position)

LOCATION: Tribal Prosecutor's Office - Pablo, MT

SALARY: \$24.40 to \$28.05 per hour – includes benefits

CLOSING DATE: Monday, December 8, 2025 at 5:30pm

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 and serve a mandatory six (6) month probationary period.

This is a technical skilled position with primary responsibility to provide specialized knowledge and skills to process and manage all matters handled by the Tribal Prosecutor's Office.

RESPONSIBLE FOR PERFORMANCE OF A VARIETY OF FUNCTIONS INCLUDING:

- Collaborates with the Managing Attorney to ensure the Tribal Prosecutor's Office operates smoothly to achieve the overall goals.
- Assist with preparation, notarization and filing of legal documents.
- Performing all duties and responsibilities in the absence of the Legal Secretary Assistant, Legal Assistant/Law Office Administrative Assistant and Warrant/Judgement Data Specialist and/or as needed.
- Communicates with Federal, state and local governmental agencies, firms, or individuals in carrying out authorized assignments, in conformity with the appropriate practices necessary to properly conduct legal business and to perform the duties assigned to facilitate the proper handling of matters handled by the Tribal Prosecutors.
- Primarily responsible for processing and calendaring all civil matters handled through the Tribal Prosecutor's Office.
- Assist with entering data and updating information in case management software to maintain electronic files, along with maintaining physical case files when required.
- Assists, as needed, with all matters related to criminal case filings.
- Assists support staff with training regarding office procedures and utilizing software and technology to effectively process all criminal and civil matters handled in the Tribal Prosecutor's Office.
- Become Criminal Justice Information Network (CJIN) compliant and authorized to request CJIN information.
- Responsible for preparing timesheets and submits to payroll for processing and tracks payroll data.
- Prepares and submits purchase requisitions for invoices and supply requisitions for office supplies.

- Performs bookkeeping duties by recording and maintaining office expenditure accounts.
- Reconciles all expenditure accounts for the Tribal Prosecutor's Office and submits monthly and quarterly expenditure reports to the Managing Attorney for signature.
- When required, submits journal entries for processing.
- Responsible for booking all necessary travel arrangements.
- Submits travel requests by preparing purchase requisitions and reconciles travel when traveler returns.
- Prepares office budget for signature by the Managing Attorney.
- Prepares and submits Personnel Action Forms in onbase for approval.
- Coordinates schedules and workflows for office support staff to ensure the efficiency of office operations.
- Prepares contracts and collects all pertinent information for signature of the Managing Attorney.
- Other duties as assigned by the Managing Attorney.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Must have a high school diploma or equivalent.
- Must have a paralegal degree, **or** five (5) years of relevant/equivalent experience.
- Must be able to pass a criminal CJIN background check.
- Must be CJIN compliant and certified.
- Must become a Notary Public for the State of Montana.
- Must have at least five (5) years of supervisory experience.
- Must be able to maintain strict confidentiality standards.
- Skill in oral and written communications, grammar and spelling, use of wide variety of office equipment including computers and case management computer software, and professional telephone techniques.
- Must not have a current and/or pending criminal or civil case being prosecuted through the Tribal Prosecutor's Office.
- Must not have been convicted of a misdemeanor in the last three (3) years, except minor traffic offenses.
- Must not have been convicted of a felony, or crime involving child abuse, a sex offense, convicted of or terminated from employment for theft, fraud, or misuse of funds.
- Does not have a record or history of habitual use of alcohol or drug abuse within the last five (5) years, including criminal offenses related to alcohol or drug abuse.

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. If applicable, please submit proof of 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 – Maylinn Smith, Managing Attorney at 406-675-2700 Ext. 1177.