

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION**

PO BOX 278

PABLO MT 59855

406.675.2700

PERSONNEL DEPARTMENT FAX: 406.226.2562

CSKT Website: cskt.org/personnel

E-mail: cory.clairmont@cskt.org

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

TITLE: Assistant Dispatcher
LOCATION: Forestry-Division of Fire
SALARY: \$29.28 per hour including benefits
CLOSING DATE: Thursday, March 9, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

Program Management (90%)

- Under the direction of the Lead dispatcher, the incumbent will: perform support dispatching of personnel, supplies, aircraft, and equipment; order fire support supplies and materials.
- Assists in the mobilization and dispatching of crews, equipment, supplies and overhead as needed to agency and cooperators for wildland fire suppression, prescribed fire projects, of for other emergency incidents.
- Assists with the maintenance of the agency mobilization plan and dispatch systems and procedures.
- Determines kinds and amounts of resources (personnel, equipment, and services) required to meet pre-determined protection objectives, locates resources and service agencies (heavy equipment, food suppliers, etc.) and may recommend contract agreement provisions.
- Coordinates the utilization of firefighting resources with adjoining agencies, State Units, and private industry.
- Makes periodic inventories of facilities and their status, such as: water sources; road locations and road closures; trails; fire campsites; potential fireline location; and, updating maps and records.
- Reviews individual fire reports and inputs the fire data into the Shared Applications Computer Systems database.
- Prepares regular and special fire reports, IA shift plans, and other supporting documents.
- Incumbent is expected to further training and qualifications to advance career.

Other duties (10%)

- Incumbent will perform other duties assigned.

Knowledge/Skills/Abilities

- Technical knowledge of the policies, techniques, and practices of wildland firefighting as obtained through qualified training and experience as a firefighter.
- Basic knowledge of how to plan and implement prescribed burn operations, including burning techniques and principles, limitations, uses, and qualification requirements for prescribed fire use personnel.
- Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.
- Skilled in the use of intermediate to advanced communication technology equipment (telephone, radio, repeaters) to communicate effectively with field personnel.
- Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- A high school diploma (or equivalent).
- 90 days of training and experience as a wildland firefighter.
- 90 days of training and/or experience in prescribed fire.
- 90 days of training and/or experience dispatch recording and/or support dispatching.
- Current qualification as a Trainee or Qualified, Expanded Dispatch Recorder (EDRC) with training to include ICS-100 and IS-700.
- Must become qualified as an Expanded Dispatch Support Dispatcher (EDSD) within 36 months of hire date. Trainings to include NWCG EDSD required training requirements (ICS-200).
- Incumbent is subject to maintaining a valid red card qualification as an Expanded dispatcher (EDRC).
- A valid State of Montana driver's license is required for vehicle operation.
- This is a Testing Designated Position (TDP) under the Tribes Drug Free Workplace Program and is subject to pre-hire and random drug and alcohol testing requirements.

******PLEASE REQUEST FULL POSITION DESCRIPTION FOR ALL POSITION DETAILS******

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid driver's license.
4. Tribal enrollment verification if enrolled in a federally recognized other than CSKT.
5. 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, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040.

FOR MORE INFORMATION: Contact: Richard Fisher, Wildland Fire Operations Specialist @ 406.675.2700, ext. 6402.