

**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 cory.clairmont@cskt.org**

*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Investigator – Contract Position

LOCATION: Tribal Defenders Office
Pablo, MT.

SALARY: \$24.53 to \$28.19 including benefits

CLOSING DATE: Monday, April 20, 2026 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 a full-time, contracted, grant funded position. Extension of the position depends on further funding available.

Fact Investigation

The Investigator conducts and coordinates investigations of allegations made against clients of the Tribal Defenders Office as referred by TDO attorneys and advocates. The investigator will gather evidence required for the defense of clients as follows:

- Coordinate investigations with TDO interdisciplinary staff to guarantee responsiveness to rapidly changing case needs and priorities. This includes being available to perform witness interviews immediately upon request for purpose of bond arguments.
- Research and analyze investigative strategies, child protective services and law enforcement methods and practices, including remaining current with developments in the legal system that may affect investigations and defense strategies. The investigator will become familiar with standards of conduct of law enforcement for surveillance techniques, search warrants, witness and suspect interviews and other evidence collection.
- Become familiar with child protection, social services, and public housing best practices.
- Initiate investigations by making personal contact with requesting attorneys or advocates in order to obtain the facts necessary to determine the most effective manner to conduct the particular investigation. Examine all evidence relevant to the case. Determine if evidence was properly obtained and maintained by the obtaining agency.
- Assist the attorney or advocate with discover review including identifying any potential exculpatory evidence or witness related to the investigation.
- Prepare clear, concise and comprehensive reports that explain the scope and results of the investigation to facilitate the successful defense of the case in court.
- Develop and prepare for presentation diagrams, photographs, exhibits and other demonstrative aids for trial or

hearing.

- Testify in court or trials, hearings, and depositions to present investigative findings and evidence.
- Interview clients and witnesses who have information regarding the assigned case. Attorneys or advocates will have final approval on witnesses who will be interviewed.
- Maintain a high level of personal and professional integrity and rapport with the TDO interdisciplinary team as well as the criminal justice system, government officials, courts and the public. TDO and attorney ethical standards apply to all interdisciplinary team, including the Investigator.
- Maintain strict confidentiality standards.
- Serve subpoenas and subpoenas *duces tecum* as required.
- Assist in the preparation of defense witnesses for testimony at hearings or trial, including managing witnesses at hearings and trial and providing overall support to the attorney or advocate.
- Effectively maintain evidence held by TDO in a secure manner, documenting and continually updating in such a way as to preserve the evidence and maintain chain of custody.

Data Collection

- Assist the Managing Attorney and Holistic Programming Director to develop methods to identify and track data pertaining to policing methods, racial profiling, and sentencing trends in tribal and state courts as it pertains to tribal members.
- Assist the Managing Attorney and Holistic Programming Director to develop methods to identify and track programming and life outcomes for TDO clients.
- Track recidivism data as directed by the Holistic Programming Director.
- Assist the Managing Attorney and Holistic Programming Director to define data in a way that is client-directed and informs best practices at TDO.

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

- The Investigator must have a bachelor's degree.
- Must have knowledge of the social and cultural lifestyles of the tribal community and be able to communicate effectively with TDO clients and members of the community.
- Must have a demonstrated interest in working with the disenfranchised, the criminally accused, and those suffering from mental illness and addiction, knowing that people are resilient and capable of change.
- Must be committed to the holistic defense model that is innovative, client-driven, and team based. Holistic defense focuses on the client in the context of their community.
- Must be able to prioritize, and manage a high volume of cases in an extremely fast-paced atmosphere. This includes the ability to think on one's feet in a pressured situation and to perform under stress, but also do the necessary preparation work all with effective assistance to clients as a priority.
- Must be willing to prepare correspondence and documents with limited assistance from clerical staff.
- Must have demonstrated investigative skills: interviewing, research, analyzing medical, social services, and law enforcement reports, on-line and social media savvy.
- Must have good communications skills – concise and clear, verbally and in writing.
- Must have a valid, Montana driver's license.

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.