

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

TITLE: Tribal Lands Title & Record Technician to Specialist

LOCATION: Tribal Lands – Pablo, MT.

SALARY: \$20.67 to \$23.76 per hour

CLOSING DATE: Monday, April 13, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position 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 complete a mandatory six (6) month probationary period.

The Lands Title & Record (LTRO) Technician training to Specialist is a full-time position that reports directly to the Realty & Probate Program Division Manager with responsibilities in processing title and records documents affecting trust and restricted Tribally and individually owned lands on the Flathead Reservation. The LTRO Technician's major duties and responsibilities include, but are not limited to the following:

FACTOR 1 – GENERAL DESCRIPTION OF WORK

- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law
- Assists with Implementing the process to review and accept documents for recordation; or return documents that do not meet LTRO standards for recordation of official land transaction. Decisions regarding acceptability are well thought out and documented.
- Assists with Researching all pertinent records to insure documents submitted for recordation are complete and accurate, If errors occur on Trust documents; offers technical advice to correct errors prior to recordation
- Assists with Researching all pertinent records including; current Title Status Reports, Tract History, Land Index reports, and Tract folders in preparation to producing Certified Title.
- Assists with Verifying all data recorded on TSR is accurate and current
- Takes curative action were necessary in the process of producing a Certified TSR.
- Assists with Performing cursory review of all documents received in LTRO prior to scanning, encoding, approval and recordation to insure documents are complete and accurate
- Assists with Maintaining logs/records of various documents submitted to LTRO for processing, eg. Probates, Verified TSR's
- Assists with Maintaining case files and disposes of expired files as prescribed by Federal law and other applicable policies
- Assists with preparing documents with data entry into the TAAMS computer system

- Assists with Conducting the audit and preparing abstracts of titles from all types of documents effecting titles to Indian land, including executives orders, probates, deeds, patents in fee, and other conveyance, etc.
- Assists with Auditing of records includes research and analysis of all surveys, and mapping data available to assure that legal descriptions are accurate
- Assists with Analyzing land descriptions using rectangular survey, metes and bounds, aliquot parts, etc. to determine correctness of descriptions, acreage, location of right of way, and other encumbrances or restrictions.
- Prepares noncomplicated title status reports for individual tracts as to land descriptions, ownership,
- Takes appropriate action to correct the chain of title when curative action is feasible and initiating action for approval of modifications by Administrative Law Judge.
- Scans original documents for archival and permanent storage before returning to originator.
- Manage and replies in a timely manner to all incoming correspondence and inquiries and maintains a record of contact for future reference or redirects customers in a professional courteous manner to appropriate programs or personnel with the Tribal Lands Department
- Composes correspondence requesting title information and copies of documents from the Agency involved, Central Regional Office and/or other Federal Agencies when necessary
- Produces reports or ensures that management reports can be generated for TLD Department for monitoring functional compliance areas
- And other duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance policy.
- Federal Background check for access to the BIA TAAMS (Trust Asset Accounting Management System) and be willing to attend all required trainings in the TAAMS system
- This position is an entry level training position that depending on the qualities of the individual can be promoted to the LTRO Specialist.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript
3. Copy of current valid driver's license
4. If Applicable - Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Mark Couture, at 406-675-2700 Ext. #1251.