

**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: shelley.grenier@cskt.org**

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

TITLE: Administrative Assistant (One contract position)

LOCATION: Department of Human Resource Development—Pablo, MT

SALARY: \$17.66 to \$20.30 per hour

CLOSING DATE: Tuesday, May 26, 2026, at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required before your placement in this position. *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.*

The Administrative Assistant is responsible for performing secretarial and clerical duties, organizing the program by ensuring that daily duties are maintained and completed in a timely manner. This position requires considerable public contact with the program's clientele, employees, and other agencies including the general public.

DUTIES:

- Professionally greets and conveys a positive attitude and appearance to all individuals seeking services offered by TCSEP.
- Carries out administrative duties such as filing, typing, and photocopying, scanning, printing and faxing documents when needed.
- Maintains the daily mail log and distributes all incoming mail to the appropriate staff, including child support payments via check, cashier checks, etc.
- Provides administrative support for all staff to ensure efficient operation of the office.
- Position will maintain daily attendance log for all arrival to work, breaks, lunch, PTO, LWOP, and departure for the day for all staff.
- Provides assistance regarding emails requesting child support verifications from participants, states, and other tribal agencies. Answers incoming telephone calls requiring knowledge of each child support case; transfers calls to appropriate staff, and assures messages are delivered in a timely manner.
- Position completes a full intake by reviewing each incoming transmittal and/or application from other states and other tribes for completeness in order to create and build a case file in TCSEP's CIS access database. Position will contact the appropriate person by phone, email, and mail for any missing documents to complete application or transmittal.
- Position will assemble all new case files before transferring the case file to the appropriate case worker. Files will be set up with all case information with cover sheets, inserts, and labels.

- Position will manage and maintain all active and non-active electronic and hard copy files. Will be responsible for maintaining file log for all checked out files.
- Retrieves information regarding participant's demographical statistics such as addresses, phone numbers, court dates, youth placement forms, jail rosters etc.
- Maintains and updates all program participant applications, forms and letters such as; change of address, W-9's, consent to release etc.
- Updates all vendor information with Central Accounting.
- Maintain HIGH level of confidentiality and security concerning case and individual information.
- Position notifies Tribal Child Support Program Manager and Workforce Program Manager of sensitive issues regarding child support.
- Performs other duties as assigned by the Tribal Child Support Program Manager and the Workforce Program Manager.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High School Diploma or GED
- A minimum of 3 years of Secretarial or Clerical Experience.
- A minimum of 3 years computer experience including Microsoft Word, Excel and Outlook.
- No felony convictions within the past five (5) years.
- No misdemeanor convictions in the past year except minor traffic.
- Must possess a valid Montana driver's license for the duration of employment.
- Must not have had a misdemeanor conviction involving child abuse, a sexual offence, assault with a weapon, domestic abuse or violent crime against a person within the past five (5) years.
- Must not have had any record or history of drug abuse within the past five (5) years.
- Must not be subject to a current investigation involving criminal activities, no open CPS referrals with Tribal Social Services Department (TSSD) and no pending indictments.
- **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

1. Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of a current, valid Driver's License.
4. Proof of enrollment in a federally recognized Tribe.
5. If you claimed Veteran's preference, a copy of the DD214 Form must be submitted.
6. Please submit letters of reference, cover letters, and/or a resume to complement the application packet.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1040 or Email personnel@cslt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Hank Conko-Camel, Tribal Child Support Program Manager @ 675-2700 Ext. #1284.