

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PERSONNEL OFFICE FAX: (406) 226-2562
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*****VACANCY ANNOUNCEMENT*****

TITLE: Loan Specialist (Full Time, Non-Exempt Position)

LOCATION: Tribal Credit Office—Pablo, MT

SALARY: \$19.72 to \$22.67 per hour

CLOSING DATE: Monday, July 13, 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. This position is subject to a background check that may include information about a person's credit history including credit score, mortgages, and banking history. ***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.***

Under the direction of the Lending Operations Manager, the Loan Specialist provides essential operational support to the Tribal Credit Department. The Loan Specialist functions as a hybrid role combining loan processing, loan officer trainee responsibilities, records management support, and pre-delinquency review assistance. The Loan Specialist supports the full loan lifecycle by assisting applicants with documentation, preparing loan files, performing preliminary underwriting tasks, and ensuring accurate data entry into the lending software system. The position also helps maintain organized loan records, monitors accounts for early signs of delinquency, and provides customer service to applicants and borrowers. This role serves as a developmental pathway toward full Loan Officer responsibilities.

DUTIES INCLUDE:

- Serves as an initial point of contact for applicants, providing information on loan programs, required documentation, and application procedures.
- Assists applicants in completing loan applications and gathering financial and supporting documents.
- Reviews applications for completeness and accuracy before routing to a Loan Officer or Lending Operations Manager.
- Prepares and organizes loan files for underwriting and Credit Committee review.
- Conducts preliminary credit and income reviews under the guidance of a Loan Officer.
- Performs basic underwriting support tasks, such as verifying employment, income, and collateral documentation.
- Drafts initial versions of loan summaries and recommendations for review by a Loan Officer.
- Assists in preparing promissory notes, mortgage documents, and other lending contracts for approved loans.
- Maintains accurate and organized electronic and physical loan records in accordance with department procedures.
- Ensures timely scanning, indexing, and filing of loan documents.
- Supports periodic audits of loan files to ensure compliance with documentation standards.

- Assists with record retention, archiving, and secure disposal processes.
- Monitors borrower accounts for early indicators of delinquency or payment issues.
- Contacts borrowers to provide reminders, clarify account questions, or assist with payment arrangements.
- Documents all borrower communications and escalates concerns to a Loan Officer or Lending Operations Manager.
- Supports the department's efforts to maintain a healthy loan portfolio through proactive customer engagement.
- Responds to applicant and borrower inquiries regarding loan status, account information, and program requirements.
- Ensures accurate data entry and updates within the lending software system.
- Assists in generating routine reports and reconciliations as requested by the Lending Operations Manager.
- Provides backup support to loan officers and administrative staff during absences or peak workload periods.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or GED; Associate degree in business, finance, or related field preferred.
- One (1) year of experience in banking, lending, customer service, or administrative support.
- Experience handling confidential information and working with financial documents.

Preferred Qualifications

- Experience in loan processing, financial services, or credit review.
- Familiarity with Tribal government or Tribal lending programs.
- Knowledge of records management practices.

Special Requirements

- This position is subject to background check that may include information about a person's credit history including credit score, mortgages, and banking history.
- The incumbent will become familiar with and adhere to Tribal Resolution 06-48 regarding Code of Conduct for Tribal employees and appointed officials.
- The position will be subject to a 6-month probationary period. The position may be employed under a contract.
- Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SUBMIT:

1. Completed Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claiming Veteran's preference, a copy of DD214 must be submitted.

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, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Tim Brooks, Lending Operations Manager @ 406.675.2700, Ext. 1093.