

**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: cskt.org/personnel
E-mail: cory.clairmont@cskt.org**

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

TITLE: Permits Secretary

LOCATION: Tribal Forestry Department—Ronan, MT

SALARY: \$17.27 to \$19.00 per hour including benefits

CLOSING DATE: Monday, June 22, 2026 @ 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.

DUTIES:

- Receives telephone calls and visitors, handling most inquires and directing more complex matters to appropriate staff members.
- Uses Microsoft software to type correspondence, memorandums, reports, and various documents which may include a wide variety of technical terminology.
- Collects, logs in and distributes office mail.
- Establishes and maintains subject matter files.
- Provides collection documentation for forestry payments received.
- Prepares purchase requisitions for Tribal Forestry Department expense accounts and solicits competitive bids for equipment and supplies when necessary.
- Orders and maintains office supplies.
- Orders, receipts, and distributes orders to the appropriate program or individual.
- Maintains purchase authorization and purchase requisition numbering systems. And codes purchase authorizations with the correct account number.
- Checks invoices and statements for accuracy and proper account distribution.
- Submits purchase requisitions to Central Accounting for payment.
- Records payment information on the purchase authorizations.
- Permits related
- Prepares timber cutting permit applications within the established guidelines.
- Maintains records on timber cutting permits and collates data for the Fiscal Year Report.

- Gives complete and explicit instructions on permit policies, procedures and regulations to the public.
- Establishes and maintains subject matter files for the permits program.
- Issues timber cutting permit applications within the established guidelines.
- Record notes for the Forestry Advisory Committee.
- Travel and Training
- Prepares travel authorizations.
- Makes lodging and travel arrangements for all employees.
- Processes travel advances.
- Monitors trip reports; follow up on missing reports.
- Prepares receipts for unused travel funds; issues payments to reimburse travelers for expenses.
- Registers employees for training.
- Performs other related duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- High school diploma (or equivalent)
- One (1) year of experience in a similar position is desired.
- Montana state drivers license.

DESIRABLE QUALIFICATIONS AS DETERMINED THROUGH INTERVIEW AND PREVIOUS EMPLOYMENT REFERENCES:

Knowledge of:

- Office practices and procedures
- Operation of standard office equipment
- Personnel regulations of the Tribes, with regards to procurement, travel, and training.

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Copies of relevant academic transcripts and training certificates.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming Veteran's preference, a copy of DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, or call 406.675.2700, ext. 1040.

FOR MORE INFORMATION:

Contact: Stephen McDonald, Forestry Department Head @ 406.675.2700, ext. 6007.