

CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.226.2562
CSKT Website: 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: Front Office Assistant

LOCATION: Tribal Lands Department—Pablo, MT.

SALARY: \$15.92 to \$18.30 per hour including benefits

CLOSING DATE: Monday, August 3, 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 and serve a mandatory six (6) month probationary period.**

DUTIES:

- Serve as main receptionist for the Lands Department; answering, screening and routing incoming phone calls to appropriate staff.
- Receiving and welcoming visitors and directing them to appropriate staff person
- Assisting in the maintaining of logs; incoming and outgoing mail, hand carrying correspondence for signature or action; word processing of general correspondence;
- Logs, date stamp, sorts, and distributes mail to appropriate staff;
- Manages all leave slips and attendance log
- Manages all stock and non-stock supplies for the department and encodes all original Purchase Orders

- Manages monthly GSA vehicle reports to Property & Supply
- And other duties as assigned

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- High School diploma or equivalent required and at least one (1) year of experience of office work, preferably in a land office environment.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance Policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

Knowledge and Skills:

- Working knowledge of modern office practices and procedures.
- Skill in operating office equipment i.e. phone systems, including computer, scanners, copy machine, calculator, etc.
- Skill in Excel for the logging requirement of the position.
- Ability to communicate expectations to customers in person and on the phone to achieve accurate information.

Abilities:

- Ability to establish and maintain effective working relationships with other employees, other agencies and the public.
- Ability to learn quickly, handling work professionally and courteously.
- Must maintain confidentiality.

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 transcript/training certificate.
3. Copy of a current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted

SUBMIT ALL OF THE ABOVE TO:

Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION:

Contact: DesiRae Nault, Tribal Lands Department Business Manager, at 406-675-2700 Ext. 1049.