

**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**

*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: Right of Way Technician/Training to Specialist

LOCATION: Tribal Lands Department—Pablo, MT

SALARY: \$20.24 to \$23.27 per hour including benefits

CLOSING DATE: Monday, August 3, 2026 @ 5:30 p.m.

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:

- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law.
- Assists with preparing ROW leases insuring all documents required for lease compliance (to include modifications, cancellations, voluntary relinquishments, certified onsite inspections, trespass notices, verification of payments, and any follow-up necessary) are accurate and complete.
- Assists with the Advisement of prospective lessees and lessors of contract obligations, stipulations, regulations, procedural requirements or any other requirements.
- Assists with the Preparation of presentations to the Tribal Council concerning all leasing and permitting activities including contract approvals; advertisements; negotiated contracts; contract cancellations, modifications or assignments.
- Assists with performing land record searches and data collection to prepare accurate and complete information on ROW for Tribal decision makers.
- Coordinates lease documents review and approval through Tribal Lands and Legal Departments and approving officials.
- Manages prospective ROW applicant list and updates priority criteria as provided.
- Assists with maintaining case files and disposes of expired files as prescribed by Federal law and other applicable policies.
- Assists in coordinating lease and permit compliance matters with compliance staff including correspondence regarding enforcement and cancellation actions.
- Assists with preparing lease/permit documents with data entry into LMS and TAAMS computer system.
- Assists in the maintenance of automated billing and receipting for lease contracts and permits, including utilities and maintenance charges, etc.
- Performs debt collection activities by mailing reminders and offering payment tools including payroll deductions, and voluntary per-capita assignments and referral to the Tribal Court.

- 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.
- Mails written communication on ROW the same day as the correspondence is signed and maintains "copy" in the file.
- 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 RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Required to have a High School Diploma or equivalent, with training or education in Realty or some other land-related field.
- 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.

DESIRABLE QUALIFICATIONS AS DETERMINED THROUGH INTERVIEW AND PREVIOUS EMPLOYMENT REFERENCES:

Knowledge and skills:

- Basic knowledge of land description and location techniques
- Basic knowledge of land record filing systems used in the realty field
- Basic knowledge of leasing practices and procedures
- Basic knowledge of Federal, State, and Indian Law
- Basic knowledge of conservation practices, construction and building requirements
- Working knowledge of contract management and records management

Abilities:

- Ability to establish and maintain effective working relationships with other employees, other agencies, and the general public
- Ability to read and understand formal documents such as leases/contracts, deeds, mortgages, court orders and building codes
- Ability to communicate effectively verbally and in writing

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. Copy of current 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 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: Holly Hitchcock, Realty & Probate Program Division Manager @ 406.675.2700, ext. 1265.

