

**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: csktribes.org
E-mail: carla.matt@cskt.org**

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

TITLE: Judicial Assistant I

LOCATION: Tribal Court – Pablo, MT.

SALARY: \$18.09 - \$20.78 per hour

CLOSING DATE: Monday, August 24, 2026 at 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 and complete a mandatory six (6) month probationary period.**

This a highly technical skilled and complex position for a Judicial Assistant I. The position requires certain specialized knowledge and legal knowledge to assist the Tribal Clerk of Court in the everyday operations of the Tribal Court and to assist the Tribal Judges while they are in court proceedings.

DUTIES:

Attends and assists the Judges with Courtroom proceedings, in multiple types of cases ranging from criminal to civil issues, for the purpose of administering sworn oath to witnesses and jurors; recording testimony, marking and securing exhibits and performs bailiff functions when necessary.

Receives and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents.

Issues certain legal documents in court cases, so court cases may proceed to litigation. Able to review court form instructions and/or CSKT Laws Codified in able to ensure civil litigants are filing documents correctly.

Enters and updates information in case management software to maintain electronic file records and checks their own work for accuracy of the data entered into case management software.

Conducts various types of communications with Federal, State, and local government agencies, firms, or individuals in conformity with practices necessary to properly conduct court business and to perform the duties assigned.

Supplies basic information to the public.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Associate's Degree in a legal field or two years of progressively responsible working experience for a public services program or practice in the legal field; or an equivalent combination of training and experience in courtroom and/or judicial office principles, practices, and procedures.
- A minimum of two years' experience in legal secretarial skills are desired; or an equivalent combination of training and experience where people skills, planning, and coordination were required.
- In the absence of the Clerk of Court and Secretary/Receptionist, the incumbent must be cross-trained to implement those duties and responsibilities.
- Must pass thorough background check, criminal history check and will be required to sign a confidentiality agreement.
- Must pass pre-employment drug test, have the ability to maintain strict confidentiality of all information and documents and be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.
- Must not have been convicted of a felony ever or a misdemeanor within the previous 3 years.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript and proof of college enrollment.
3. Copy of 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 DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Malia Hamel, Tribal Court at 406-675-2700 Ext. #1114.