

**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: www.cskt.org/personnel
E-mail melanie.piedalue@cskt.org**

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

TITLE: Homesite Leasing Technician/Training to Specialist

LOCATION: Tribal Lands Department—Pablo, MT

SALARY: \$20.68 - \$23.77/hour, plus benefits, may be employed under contract

CLOSING DATE: Monday, October 19, 2026 at 5:30 p.m. (MST)

The Homesite Leasing Technician training to Specialist is a full-time position that reports directly to the Realty Leasing Manager, with responsibility in assisting with lease/permit agreement preparations, lease/permit contract compliance and land records searches. The Homesite Leasing Technician's major duties and responsibilities include, but are not limited to the following:

FACTOR 1 – GENERAL DESCRIPTION OF WORK

- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law
- Assists with preparing homesite 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 homesite leases for Tribal decision makers
- Coordinates lease documents review and approval through Tribal lands and Legal Departments and approving officials
- Manages prospective home site 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 homesites 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 QUALIFICATIONS (AS REFLECTED ON THE 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

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from 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, or personnel@cskt.org

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

FOR MORE INFORMATION: Contact Rachael Bigsam at Tribal Lands (406) 675-2700 Ext. #1241