

**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: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

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

TITLE: ROADS/SOD Administrative Aide

LOCATION: Division of Engineering & Water Resources/DEWR Complex - Ronan, MT
Natural Resources Department

SALARY: \$17.91 to \$20.59 per hour; including Benefits: Health Insurance, Life Insurance,
Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Monday, October 5, 2026 at 5:30pm

SPECIAL CONDITIONS:

This is a not 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. The DEWR Administrative Aide is a full-time position for the Division of Engineering and Water Resources.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs administrative activities for the Division of Engineering and Water Resources.
- Produce correspondence using personal computers and word processing software.
- Creates reports, forms, labels and envelopes.
- Operate equipment including FAX, scanner, copy machine, telephones, and report binding machine.
- Answer the telephone at the Division of Engineering and Water Resources and direct the telephone calls to the appropriate personnel, or transfer to employee extensions.
- File correspondence, forms and reports.
- Maintains preparation of purchase requisitions and purchase requisition files; responsible for reconciling invoices, submitting for payment and keeping all records current.
- Creates Sales Orders and tracks and monitors thru completion and delivery of items.
- Maintains records and tracking for monthly mileage for DEWR vehicles.
- Creates Excel spreadsheet for tribal vehicle fuel charges and provides a copy to P&S for payments each month.
- Maintains acquisition of capital and non-capital equipment and records thereof.
- Supervision of program personnel for compliance with the procurement policies within the Tribal Organization.
- Aides in maintaining accounting activities for the program's contracts and agreements.
- Responsible for preparing activity reports, and processing and assisting supervisors and employees for accuracy and approvals for timesheets in ADP for payroll.
- Tracks, updates and maintains all employee PTO accrual and balances in Excel data sheets.
- Responsible for procurement of materials through bidding and solicitations consistent with established Tribal policies, guidelines and procedures.
- Responsible for procurement of all office and field supplies as needed by program personnel according to Tribal Procurement guidelines and procedures.

- Travels to various construction project sites, Tribal Complex, and Natural Resources Department Offices in conducting program business; other travel as necessary.
- Assists Administrative Assistants with preparing all travel documents and reconciling after travels are completed for Division of Engineering and Water Resources personnel in Onbase.
- Assists with setting and delivering all DEWR vehicles to appointments for repairs, oil changes, tire replacements, etc.
- Records and processes meeting minutes for DEWR staff.
- Perform all other administrative duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- A four-year degree with at least two (2) years' experience in Tribal government accounting and administration is preferred. In absence of degree, incumbent must have at least five (5) years of progressive responsible experience in all phases of Tribal government administration and accounting. Training and/or experience in Microsoft Excel, Access, and Word and a minimum of five (5) years of experience is required.
- Formal training in accounting and computer program operation is required. On-the-job training is acceptable.
- Must have a valid driver's license.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified defensive driving course approved by the Department and complete every three (3) years thereafter.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Expert knowledge of modern office practices and procedures; considerable knowledge of Tribal accounting functions; expert knowledge of secretarial procedures; working knowledge of accounting and payroll systems; working knowledge of the Tribal structure and personnel as related to Natural Resources Department; basic knowledge of natural resources management concepts and terminology. Knowledge of Tribal Procurement Policies; and a working knowledge of personal computers and computer software operation. General knowledge of federal construction and contracting administration.

❖ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application
2. Copies of relevant academic transcripts and/or training certificates.
3. Copy of a valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe if other than CSKT.
5. If you are claiming Veterans preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Pam Dusty Bull Askan, DEWR Compact Support Officer at 406-675-2700, Ext. 6211.