

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 226-2562  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Lay Associate Justice – (2) Part-Time Positions  
(Will be employed by contract for 3-year term)

**LOCATION:** Appellate Court – Pablo, MT.

**SALARY:** Not less than \$5,000 per year (Paid quarterly)

**CLOSING DATE:** Thursday, November 9, 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, background investigation and reference check.**

**DUTIES:**

- The Associate Justice shall join with the Appellate Court when convened to hear and decide appeals docketed and taken from the Tribal Court. The Justice shall impartially, equitably, and timely render judgments on all appeals properly before the Appellate Court. The Appellate Court convenes four weeks each year, which shall be the second week of January, April, August, and October. The Appellate Court may also convene for special sessions as called by the Chief Justice.
- The Associate Justice is appointed by the Tribal Council and shall serve for a three-year term.
- The Associate Justice possesses such emergency powers as authorized by applicable statute pending review by the full Court of Appeals.
- Participate in in-service instructions, training, or consult with other Justices of the Court and with organizations offering short courses in appellate work.
- Attend bench conferences dealing with the cases to which the Justice is assigned and prepare or oversee preparation of bench memoranda as assigned.
- Protect and preserve the high standards of the Tribal judiciary and abide by the Model Code of Judicial Conduct of the American Bar Association.
- Prepare bench memoranda of law, when required by court procedures or rules of the court when assigned by the Chief Justice, prior to bench conferences. Such memoranda shall be produced in a timely fashion.

- Preside over assigned cases tried in the Tribal Appellate Court and such other cases as may be appropriately assigned in accordance with any recognized Tribal, Federal, or State law.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS: (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must be an enrolled member of the Confederated Salish and Kootenai Tribes.
- Must have relevant education and/or experience in law or a law-related field.
- Must be familiar with Tribal law, customs, and traditions.
- Must have knowledge and understanding of the Tribal community and its people.
- Must have a working knowledge of the Tribes Law and Order Code.
- Must have superior writing, oral communication, legal research, and organizational skills.
- Must possess decision-making capabilities and knowledge of dispute resolution techniques.

**DESIRABLE QUALIFICATIONS: (AS DETERMINED BY THE INTERVIEW):**

- Ability to deal well with people in emotional, adversarial or otherwise confrontational situations.
- Ability to establish Appellate Court priorities and ensure that all Appellate Court tasks are accomplished in a timely and accurate manner.
- Ability to keep abreast of new laws and the Appellate Court procedures and rules of conduct.
- Must not be employed in a position wherein the nature of the employment may interfere with judicial duties and/or is inherently prejudicial to the exercise of the appellate function and/or is likely to give rise to an appearance of impropriety.
- Must not have ever been convicted of a felony.
- Must not have been convicted of a misdemeanor, except minor traffic violations, within the 12 months immediately preceding employment.
- Must not have any criminal or civil actions pending in which the incumbent is either the plaintiff or defendant or serving as a representative for a party in any court case pending in Tribal Court jurisdiction.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript and/or training certificates.
3. If claiming veteran's preference, copy of the 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@cstk.org](mailto:personnel@cstk.org)

**FOR MORE INFORMATION:** Contact Abby Dupuis, Appellate Administrator at 406-675-2700 Ext.#1032