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

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

TITLE: Secretary/Receptionist/File Clerk (Contract Position)

LOCATION: Tribal Prosecutors Office—Pablo, MT

SALARY: $15.36 to $17.66 per hour (Including Benefits: Health and Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays)

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

SPECIAL CONDITIONS:
This is a Non-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.** This is a full-time position that works in an office setting under the general supervision of the Law Office Administrator. This position uses experienced judgment and discretion to prioritize assignments and determines the best method to accomplish work within the deadlines established by the Prosecutors Office, the CSKT Laws Codified, Federal Law and Montana Code Annotated.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Answering, screening and forwarding phone calls in a professional manner to appropriate staff.
- Places calls to other inter-office departments/persons necessary.
- Knowledge of computer program for Word, Microsoft Outlook and Office, Excel programs and Advologix.
- Supplies basic information to the public.
- Responsible for photocopying and file organization for the staff of the Prosecutors Office.
- Creates files for Juvenile cases, Fish and Game cases, and Criminal cases.
- Responsible to log-in all incoming mail and inter office correspondence into a

case management software, Advologix, and routes to the appropriate staff member of the Prosecutors Office.
- Responsible for the upkeep on the office supply closet; submits written documentation of depleted or low supplies to the Law Office Administrator for re-ordering.
- Responsible to maintain confidentiality of all information and documents.
- Must not be convicted of a felony ever, or a misdemeanor within the previous three (3) years.
- Performs other duties as assigned.

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

- Experience in law, paralegal, legal secretary technology, or closely related field.
- Ability to provide legal assistance to the attorneys.
- Knowledge of word processing and related computer programs such as Word, Outlook, Excel, and Microsoft Office.
- Skills in written and verbal communications, and familiar with standard office equipment such as computers, printers, copy machines and fax machines.
- Ability to learn computer skills necessary for maintaining docket/calendaring.
- Ability to keep filing system up to date in proper alphabetic order.
- Must be able to pass a background investigation.

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

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copies of academic transcripts and/or training certificates.
3. If applicable, please submit proof of Enrollment in a Federally recognized Tribe if other than CSKT.
4. If claiming Veteran's preference, a copy of DD214 must be submitted with application.

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

FOR MORE INFORMATION: Contact – Kelly McDonald, Managing Attorney for Prosecutors Office at 406/675-2700, Ext. 1258 or Email: kelly.mcdonald@cskt.org