

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: cskt.org
E-mail: julianat@cskt.org**

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

TITLE: Division Secretary II - DFWRC

LOCATION: Fish, Wildlife, Recreation, and Conservation – Polson, MT

SALARY: \$11.81 to \$13.79 per hour
\$24,564.80 to \$28,683.20 per annum

CLOSING DATE: Thursday, February 16, 2012 @ 5:30 p.m.

SPECIAL CONDITIONS:

This 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 will be required to serve a six-month probationary period.**

DUTIES:

- Arranges appointments as needed for the Division staff and advises them of time and date.
- Type's reports, correspondence, contracts, memoranda, or other documents as requested.
- Receives phone calls and visitors and directs them to the proper departments.
- Provides information to the general public concerning Tribal Ordinances and Regulations governing hunting and fishing off and on the Reservation.
- Sells Tribal licenses to non-members; sells Blue Bay permits; issues Tribal Member moose, turkey, cow elk, and bison permits.
- Receipts money from permits and Blue Bay sales.
- Forwards complaints of officers by landlines of situation to insure a timely response.
- Enters daily purchase requisitions as requested, processes monthly purchase requisitions.
- Assists with reconciliation of Division and program expenditures with the General Ledger printout, with the administrative assistant on a monthly basis.
- Prepares and corrects charges and/or changes made to Division accounts as requested.
- Prepares Payroll bi-weekly.
- Requisitions supplies as needed.
- Prepares travel authorizations for Division staff.
- Creates and maintains file systems for all permits and administrative functions.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must a high school diploma or GED.
- Must have 1 year of progressive responsible experience in all phases of administration and accounting.
- Experience working with CS&KT policies and ordinances is desirable.
- Must possess a current driver's license and be insurable under the Tribe's Insurance Policy.
- Must wear Tribal Government identification and safety apparel when conducting field activities and when attending public events or presentations.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Expert knowledge of all forms of communication.
- Expert knowledge of modern office practices and procedures.
- Expert knowledge of organizational practices.
- Expert knowledge of standardized accounting and financial procedures.
- Knowledge of manual and computerized financial systems, such as Navision, Black baud and crystal Reports.
- Knowledge of contract forms.
- Skill in operation office machines, including computers is necessary.
- Skill is required in handling difficult situations and providing quality customer service.
- Skill is required in proper phone and office etiquette.
- Ability to follow direction and carry out work assignments as directed by supervisor.
- Ability to communicate very effectively orally and in writing.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to use good judgment in difficult situations.
- Ability to organize and maintain files necessary for court review.
- Adjust work operations to meet changing need.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.
4. Proof of a valid driver's license.

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

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040.

FOR MORE INFORMATION:

Contact: Amanda Bourdon, Administrative Assistant @ 406.675.2700, ext. 7226.

