

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO, MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-226-2562
CSKT Website: csktribes.org
E-mail: sherry.dupuis@cskt.org**

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

TITLE: Bison Range Lead Administrative Assistant

LOCATION: Bison Range – Moiese, MT
Natural Resources Department
Division of Fish, Wildlife, Recreation & Conservation (DFWRC)

SALARY: \$18.84 to \$21.65 per hour - plus Benefits

CLOSING DATE: Thursday, May 9th, 2024 @ 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 serve a mandatory six (6) month probationary period.** Incumbent serves as an onsite Bison Range (BR) Administrative Assistant to the Division of Fish, Wildlife, Recreation & Conservation (DFWRC) Administrative Assistant for all administrative support matters for the Tribes' Bison Range/Game Warden operations and assists with various respective visitor services and management of the Visitor Center. This position is employed with the Natural Resources Department's DFWRC and reports directly to the DFWRC Commercial Services Manager, with additional reporting to the BR Coordinator when the DFWRC Commercial Services Manager is absent, performing special projects or those items requiring Coordinator oversight and input. This position is required to maintain a high level of professionalism demonstrated by efficient, courteous and humanistic approaches to providing safe, enjoyable and procedurally correct support for Bison Range operations, staff and visitors.

DUTIES INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- ❖ Performs a wide variety of administrative support duties including maintenance of equipment and property, supply inventories, and preparation of all procurement actions per policy.
- ❖ Provides direct supervision and evaluation of all full-time and furloughable CSKT Bison Range Cashiers and assists with general oversight of seasonal, volunteer, or other customer service related staff within the Gift Shop and Visitor Center (VC).
- ❖ Coordinates opening and closing the Gift Shop/VC and prepares BR staff work schedules with the assistance of the Commercial Services Manager, BR Information & Education Specialist, and Park Aides.
- ❖ Incumbent is required to cover shift workers or find a replacement to cover the shift in the event of assigned staff no-show or illness.

- ❖ Assists management in hiring staff by writing position descriptions, interviewing potential candidates, and conducting annual performance evaluations.
- ❖ Required to operate, administer and supervise all CSKT computer programs/systems required for the position and subordinates' functions.
- ❖ Performs, supervises, and/or provides guidance and procedures for personnel in such areas as travel, payroll, timekeeping, purchasing, payment of invoices and receipting.
- ❖ Oversees the collection of donations, entrance fees, concession fees, Special Use Permit fees, CSKT 44D Permit fees, and other types of fees. Assures that money collected is safeguarded, properly counted and recorded, deposited, and entered into the appropriate accounts if needed, and issues bills for collection when needed.
- ❖ Maintains strict confidentiality.
- ❖ Performs other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High School diploma or equivalent.
- An Associate degree in accounting/bookkeeping, computer science, natural resources or public relations, **or** training in secretarial field, accounting, writing skills, natural resources and computer skills is desired and five (5) years of work experience at a responsible position with public relations duties is required.
- At least one (1) year of responsible experience in CSKT government administrative support and accounting.
- Thorough knowledge of Tribal property and procurement policies and procedures, current purchasing/accounting system, Ordinances 69D and 44D, the Tribal payroll system.
- Skill and ability to interact appropriately with hostile or difficult visitors or other members of the public, if needed.
- Must possess a valid State driver's license.
- Will be required to obtain and maintain current First Aid/CPR certification.
- Required to obtain online defensive driving training upon hiring and renew the training every three years thereafter.

❖ 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 relevant academic transcripts and/or training certificates.
3. Copy of valid State driver's license.
4. Proof of Enrollment from 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 – Tasha McDanal, Bison Range Commercial Service Manager at 406-644-2211.