

**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: csktribes.org
E-mail: shelley.grenier@cskt.org**

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

TITLE: Water & Sewer Administrative Assistant
LOCATION: Salish Kootenai Housing Authority – Pablo, MT
SALARY: \$16.41 to \$18.87 per hour
CLOSING DATE: Thursday, July 7th, 2022 @ 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 mandatory six-month probationary.**

This position is an integral part of the Water and Sewer Department, responsible for implementing work according to established policies or guidelines. Position will exercise good judgment and have responsibility for results.

Daily work activities include, but are not limited to the following:

- Primary contact for customers regarding water/sewer services including work projects. Maintain line of communication for Water/Sewer Operations Manager, Community Systems Program Manager and the Project Engineer.
- Review all new "Agreement for Service" applications for the community systems for completeness, and set-up/update customer cards in Navision Program. Provide monthly report to Water/Sewer Operations Manager and Community Systems Program Manager of new services, transfers and turn-offs.
- Issue service orders for water turn-on for any new community system customers and track service order for completion.
- Maintain all departmental files including but not limited to community system customers, IHS well/septic participants and other office correspondence.
- Monthly monitoring of water/sewer accounts. Issue 7 day delinquency notices to customers.
- Maintain list of customers with payment agreements and track agreements. Provide Water/Sewer Operations Manager and Community System Program Manager with list of customers for turnoff due to non-payment and failed payment agreements.
- Review all new applications for IHS water and/or sewer services for completeness, set-up/update customer cards in Navision Program. Submit completed file to Community System Program Manager. Provide a list of pending applications to Water/Sewer Operations Manager, Project Engineer and Community Systems Program Manager.
- Notify approved IHS water/sewer applicants of the HIP board decision. Work with Project Engineer and Construction Inspector to set up monthly pre-con meetings for new services.

- Organize, maintain and update documents required by EPA, IHS, and the Tribes. Maintain project tracking in IHS STARS program.
- Position is Responsible for management of documents and Quarterly reports for IHS office.
- Develop and maintain data base for all IHS participants and properties. Scan all current files and attach scan file to Navision Customer Cards and data entry into IHS STARS program.
- Assist with environmental reviews required by various funding sources.
- In the absence of Community Systems Program Manager complete service orders and purchase orders for all Water/Sewer Department crews.
- Develop new programs for tracking projects/costs.
- Participate in data collection and analysis for department.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Associate Degree in office administration or related field preferred. Position requires two years of experience and/or training in the operation of computers and software applications.
- Must be able to travel out-of-area for training. Must possess a valid Montana Driver's License with no alcohol related convictions within the last three years.

✚ Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license with proof of liability insurance.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1029/1259.

FOR MORE INFORMATION: Lytle Gillin, Water & Sewer Operations Manager – (406) 675-2700 Ext. 1532

**WATER & SEWER ADMINISTRATIVE ASSISTANT
SALISH KOOTENAI HOUSING AUTHORITY**

The successful applicant must possess an Associate Degree in office administration or related field preferred. Position requires two years of experience and/or training in the operation of computers and software applications. Must be able to travel out-of-area for training. Must possess a valid Montana Driver's License with no alcohol related convictions within the last three years. All applicants must submit a Tribal application, a copy of academic transcript, a copy of current valid driver's license proof of insurance and proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **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) months probationary period.** Salary range is \$16.41 to \$18.87 per hour and includes benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1029/1259. Tribal applications are also available online at csktribes.org. Closing date will be Thursday, July 7th, 2022 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN THE CHAR-KOOSTA CLASSIFIED ADS ON:

1. Thursday, June 23rd, 2022
2. Thursday, June 30th, 2022

PLEASE PUBLISH IN THE VALLEY JOURNAL CLASSIFIED ADS ON:

1. Thursday, June 22nd, 2022
2. Thursday, June 29th, 2022

PLEASE PUBLISH IN THE LAKE COUNTY LEADER CLASSIFIED ADS ON:

1. Thursday, June 23rd, 2022
2. Thursday, June 30th, 2022

**BILL TO: SALISH KOOTENAI HOUSING AUTHORITY
P. O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org.**