

**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: [csktribes.org](http://csktribes.org)  
E-mail [carla.matt@cskt.org](mailto:carla.matt@cskt.org)**

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

**TITLE:** Administrative Support Technician

**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT

**SALARY:** \$15.69 - \$18.03 per hour plus benefits

**CLOSING DATE:** **Monday, February 24, 2025 at 5:30 p.m. (MST)**

**This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. 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 position is an integral part of the Administration Department, responsible for implementing work according to established regulations, policies or guidelines. Position will exercise good judgment and have responsibility for results. Daily work activities include, but are not limited to the following:

- The position is responsible to maintain a high quality of customer service, providing customers with efficient, courteous and professional service.
- Responsible for answering phones on a multiple line system in a courteous, efficient and businesslike manner. Will be responsible to ensure all calls are routed to the appropriate department, assisting callers as needed.
- Will greet walk-in customers, asking and answering questions to identify their need in order to direct them to the appropriate staff while maintaining high quality customer service.
- Responsible for distributing and maintaining an ample supply of applications for various departments and answering questions as they arise directing them to the appropriate staff. Must become familiar with all SKHA departments' applications and guidelines for each one in order to provide information and answer questions appropriately as they arise.
- Responsible for receiving, logging in and distributing Grievant Request Forms to the appropriate department as they are received. Required to maintain a tracking system, notifying the Executive Director and management staff of outstanding Grievant Request Forms on a weekly basis.
- Will assist with inventory of office supplies and ordering or re-ordering as needed to maintain an adequate supply at all times in the vault, kitchen, coffee area and upstairs storage closet.
- Responsible for picking up mail at the Post Office on a daily basis, no later than 10:00 am, logging and distributing mail to appropriate staff or department. Responsible for preparing outgoing mail on a daily basis for CSKT Central Mail pick up, no later than 10:00 am and 2:00 pm. Responsible to deliver correspondence or documents to the Tribal Offices as needed.
- Responsible to receive documents and other items dropped off, from walk-in customers, logging, scanning if needed and distributing to appropriate staff.

- Performs filing, scanning, typing and word processing for department staff as requested i.e. correspondence, forms, reports etc.
- Responsible for maintaining and updating filing for the Administration Department.
- Will assist the Office Coordinator with payroll activities, checking timesheets for accuracy and making appropriate copies. Will perform payroll duties in the absence of the Office Coordinator.
- Responsible for the appearance of the reception area, keeping newspapers and magazines updated and furnishings free from dust and dirt. Responsible to keep the coffee area clean and stocked and to ensure the availability of coffee as needed.
- Responsible for creating and distributing a bi-weekly employee newsletter to inform staff of important deadlines, updates, processes, boardroom schedules, staff changes or anything of importance to the operation of business.
- Will perform other related work as required.

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

**Necessary Special Requirements**

- AA degree in business or secretarial science with two years of experience including experience with Microsoft Office Suites or a combination of training and experience including experience with Navision Software Programs.
- This is not a testing designated position.
- Knowledge of general office practices and procedures and Tribal Programs.
- Knowledge of a variety of office machines, including computers.
- Ability to act with tact and impartiality while dealing with a variety of people.
- Ability to perform under stressful situations.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality.
- Ability to communicate verbally and in writing.
- Ability to relate to low income families.
- Ability to establish and maintain effective working relationships with other departments, employees and the general public.
- Ability to follow written and verbal instructions and to communicate effectively verbally and in writing.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cskt.org](mailto:personnel@cskt.org)

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

**FOR MORE INFORMATION: Contact Shanita Wall (406) 675-4491 Ext. #1530**