

CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL OFFICE FAX: 406.675.2711  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)

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

**TITLE:** Data Entry Specialist/Victim Liaison

**LOCATION:** Tribal Prosecutor's Office - Pablo, MT.

**SALARY:** \$17.99 to \$20.83 per hour

**CLOSING DATE:** Thursday, February 13, 2020 at 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.**

**DUTIES:**

- Entering and updating data into the new case management software.
- Designing custom fields and reporting procedures in the new case management software.
- Creating, inputting and maintaining new data base for tracking multiple cases and compiling data.
- Entering data into the new case management software during Court Proceedings.
- Assisting the Managing Attorney in overseeing the ongoing development and maintenance of the new case management software.
- Reviewing information entered into the new case management software system for accuracy.
- Evaluate and process reposts as requested by the Managing Attorney.
- Work with the new case management software support/help technician to resolve any issues that occur within the new case management software.
- Assist attorney and staff with routine questions in regards to the new case management software.
- Work closely with the Tribal Prosecuting attorneys to liaison with and provide advocacy assistance for victim(s).
- Provide support to victim(s) during prosecution including: explaining the criminal justice system and legal process; providing advocacy when necessary and acting as a liaison with appropriate criminal justice agencies.

- Drafts necessary correspondence to clients, community and social service agencies, law enforcement and legal services as needed.
- Conduct various types of communication with federal, state, and local government agencies, and with private corporations, firms, or individuals in carrying out an authorized assignment, in conformity with practices necessary to properly conduct legal business and testify on behalf of the Tribes at such public hearings as may be deemed necessary to perform the duties assigned.
- Complete any other actions necessary to carry out the Managing Attorney and/or Tribal Council assignments to the Tribal Prosecutor's Office.
- Perform other duties as assigned or as requested.

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

- Must possess a Bachelor's Degree or Associate Degree in Computer Science, Business Systems, Business Administration, or related discipline which requires in-depth training in computer system applications, along with the ability to communicate and advocate effectively in the English language, orally and in writing with victim(s).

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Knowledge of the social and cultural lifestyles of the community; knowledge of legal methods and of written communication. Knowledge of computer programs such as Word, Microsoft Office, Microsoft Outlook and Practice Panther.
- Skills in written and verbal communication and computer programs. Familiarity with standard office equipment such as computers, printers, and copy machines and fax machines.
- Ability to learn new computer skills and applications necessary for maintaining the new case management system for the Tribal Prosecutor's Office. Ability to provide liaison legal assistance to victim(s), ability to learn various laws and codes in order to assist the victim(s). Ability to communicate understandably in written communications.

**SUBMIT:**

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official Tribal application).
2. Copies of relevant academic transcript/training certificate.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of the DD214 must be submitted

**SUBMIT ALL OF THE ABOVE TO:**

Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1259.

**FOR MORE INFORMATION:**

Contact: James Taylor, Managing Attorney, at 406-675-2700 Ext. 1176.

**DATA ENTRY SPECIALIST/VICTIM LIAISON  
TRIBAL PROSECUTOR'S OFFICE**

The successful applicant must possess a Bachelor's Degree or Associate Degree in Computer Science, Business Systems, Business Administration, or related discipline which requires in-depth training in computer system applications, along with the ability to communicate and advocate effectively in the English language, orally and in writing with victim(s). All applicants must submit a Tribal application and copy of academic transcript and/or training certificates, 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. Salary range is \$17.99 to \$20.83 hour. To apply, contact Personnel at (406) 675-2700 Ext. 1259. Tribal applications are also available on-line at [csktribes.org](http://csktribes.org). Closing date will be Thursday, February 13, 2020 at 5:30 p.m. **The successful applicant, if not already employed by CSKT must pass pre-hire drug test and serve a mandatory six (6) month probationary period.**

**CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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**PLEASE ADVERTISE IN THE CHAR-KOOSTA NEWS CLASSIFIED ADS ON:**

- 1. Thursday, January 23, 2020.**
  - 2. Thursday, January 30, 2020.**
  - 3. Thursday, February 6, 2020.**
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**BILL TO: TRIBAL PROSECUTOR'S DEPARTMENT  
P.O. BOX 278  
PABLO, MT. 59855**

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**If you have any questions, please contact Cory Clairmont @ (406) 675-2700, ext. 1041. FAX (406) 675-2711 or E-Mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**