

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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PERSONNEL OFFICE FAX: (406) 675-2711
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******VACANCY ANNOUNCEMENT******

TITLE: IIM Office Assistant

LOCATION: IIM Department

SALARY: \$11.68 to \$13.55 an hour

CLOSING DATE: Thursday, March 22, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

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.

The incumbent performs the administrative support work of the Office. Examples include establishing and maintaining files and records; receiving and directing visitors and telephone calls; scanning of information into paper clip; receiving and distributing mail; responsible for office supplies and purchases.

Uses a computer to prepare a variety of correspondence, administrative, and technical documents, utilizing an assortment of clerical software such as Word and Excel. Responsible for determining the most effective way to display information, accuracy, format, spacing, spelling, punctuation, guidelines, and policies. Works with word processing, spreadsheets and automated accounting systems.

The incumbent will be responsible for establishing; maintaining and safeguarding all trust records in conjunction with other field staff, (these files include all trust records of account establishment and maintenance through retirement of records to the appropriate records depository). Ensures compliance with the Freedom of Information Act (FOIA) and the Privacy Act and regulations to maintain the confidentiality of trust funds, documents and records; and auditing records and files periodically to ensure all transactions are processed in accordance with Federal Regulations and OST policies and procedures.

Must maintain good effective working relationship with all co-workers, other tribal employees, the tribal membership and individuals in the private sector.

Position will be the IIM office Assistant and will perform other duties as required.

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

- High School Graduate or GED Equivalent required.
- One year of Accounting courses above the High School level or equivalent combination of training and experience.
- Working knowledge of basic office practices and procedures, knowledge of clerical development, Accounting Principles, and basic working knowledge of the tribal accounting system. Must be familiar and keep in compliance with the Freedom of Information Act and Privacy Acts.
- Basic skills in operation of computers, a variety of office equipment, and various software. Such as; copying machine, 10-key, calculator and fax machine.
- Ability to gain personal knowledge of each individual Indians account to determine status of competency and eligibility to withdraw funds in line with existing Federal Regulations. Ability to follow oral and written instructions, able to establish and maintain effective working relationships with each individual, and must have the ability to interpret policies and procedures. Must maintain a high level of confidentiality on all documents that flow through the IIM Accounting Department.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Copy of current valid Driver's License.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

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

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1043.

FOR MORE INFORMATION: Debra Caye – (406) 675-2700 Ext. #1015