

**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: csktribes.org
E-mail: cory.clairmont@cskt.org**

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

TITLE: Communications Officer

LOCATION: Law & Order Department – Pablo, MT

SALARY: \$20.02 per hour

CLOSING DATE: Thursday, May 2, 2024 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is 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 six-month probationary period.**

DUTIES:

Dispatching:

- Responsible for the operation of the base station radio and must be familiar with FCC rules and regulations.
- Responsible for dispatching the Tribal police to the scene of any criminal activity and getting facts relating to the activity.
- Responsible for dispatching the Tribal Fish and Game officers to investigate reports of any fish and game violations.
- Responsible for dispatching officers, wreckers, ambulances, fire departments, etc. where and when needed.
- Responsible for dispatching for search and rescue team.
- Responsible for dispatching for hazardous materials team (HAZ-MAT)
- Responsible for monitoring BIA fire control radio traffic.
- Responsible for dispatching dive/rescue team.
- Responsible for notifying officers of attempt to locates (ATL'S), pick-up and hold (PUH) warrants, etc. from the Tribal police, and or other jurisdictions. (Lake County SO, Ronan PD, etc).
- Responsible for making arrangements for repairs of the base station radio and the portables.

Reports:

- Shall complete all required reports and turn them in a timely manner.
- Maintain the police radio log in a neat and orderly fashion.
- Record all complaints received: accidents, Haz-Mat emergencies, animal emergencies, any requests for assistance, referrals, etc.
- Shall serve legal papers whenever possible, i.e. subpoenas, warrants, civil suits, restraining orders, court orders, summons, eviction notices, and/or writs of execution. Route all legal papers to officers for service in their assigned areas.
- Shall provide information to the Public when requested.
- Shall notify officers of upcoming trials that they need to attend, also notify them of any Tribal events they need to be aware of.

Investigations:

- Monitor alarm systems for any tribal and/or privately owned business on the reservation.
- Shall perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High School Diploma or GED.
- Must be 18 years of age.
- No felony convictions ever.
- No misdemeanor convictions in the past year except minor traffic.
- Must possess a valid Montana driver's license.
- Must meet minimum department medical standards.
- Must never have had a misdemeanor conviction involving child abuse, a sex offense, and assault with a weapon or violent crime against a person or domestic abuse.
- Must not have any record of habitual use of alcohol within the past 5 years.
- Must not have any record or history of drug abuse within the past five years.
- Must not be a subject of a current investigation involving criminal activities, including indictments.
- Must not have three or more moving violations, in the past 2 years.
- Must not have a driving while intoxicated or reckless driving conviction within the past 3 years.
- Must not have been dismissed, or resigned from law enforcement work due to threat of disciplinary action that could result in termination of employment, during the past 3 years.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Copies of relevant academic transcripts and training certificates.
3. Copy of a valid Montana driver's license.
4. 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: Craige Couture, Chief of Police @ 675.2700, ext. 1104 or Louis Fiddler, Captain at ext. 1107.