

**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

E-mail: cory.clairmont@cskt.org

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

TITLE: Claims Examination Specialist
(Contract position that expires 9/30/2020
with possible extension)

LOCATION: Legal Department – Pablo, MT

SALARY: \$20.00 to \$31.00 per hour
Negotiable based on experience

CLOSING DATE: Thursday, November 14, 2019 @ 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.**

Employee's primary duty is to oversee the water rights claims examination process engaged in by the Montana Department of Natural Resources and Conservation (DNRC) for every claim to water within the Flathead Indian Reservation that DNRC examines. That examination was conducted by DNRC pursuant to the terms of the Montana Water Court Order directing DNRC to engage in claims examination for the remaining claims in Basin 76L, which was issued March 3, 2008. A second order had been issued to include claims in Basin 76LJ that are within or partially within the boundaries of the Flathead Indian Reservation. Employee's duties shall be performed in the Tribal Legal Department offices of Pablo, at DNRC offices in Missoula, and other locations; as directed.

For every claim examined by DNRC, employee shall promptly after the examination process, and in a consistent manner:

1. Review all DNRC Basin 76L and 76LJ claim documents, and prepare and scan maps and other material needed as evidence for the objections to be filed by the CSKT on certain State based claims in both Basin 76L & 76LJ. Employee shall work closely with Tribal Legal Department on selection of claims for Tribal Objections.
2. Conduct field investigations to GPS points of diversions, etc.
3. Observe DNRC in field examinations of claims, if required.

4. Develop factual objections to claims examined by DNRC based upon information developed during the course of performing (1) through (3) above. Objections shall be recorded on a form provided by the Montana Water Court. Additional statements and justification for the objections to be filed with the Water Court Objection Form will be recorded on forms prepared by the Confederated Salish and Kootenai Tribal Legal Department.
5. This information will provide guidance and necessary information for recording errors, inconsistencies, gaps or other irregularities in the State of Montana records. The information will assist in the development of factual objections to State of Montana based claims.
6. Employee will assist the GIS Program Manager on water rights related questions when necessary.
7. Other related duties as directed by the Tribal Legal Department.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have a high school diploma or GED
- At least 3 years of experience in a legal related field
- Must have at least 3 years of writing experience, preferably legal writing experience.
- Must have at least 3 years of research experience

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- The ability to work independently
- Ability to read, write and plot legal descriptions
- Ability to find quarter corners and property boundaries and make GPS record
- Ability to draft Water Court objections, and other legal motions
- Ability to build legal files for the Water Court objections process
- Ability to communicate mapping requirements to GIS analyst.

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Copy of a valid driver's license
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone (406) 675-2700 ext. 1259.

FOR MORE INFORMATION:

Contact Rhonda Swaney, Legal Department @ (406) 675-2700, ext. 1297.

**CLAIMS EXAMINATION SPECIALIST – LEGAL DEPARTMENT
(Contract position that expires 9/30/2020, with possible extension)**

Must have a high school diploma or GED. At least 3 years of experience in a legal related field. Must have at least 3 years of writing experience, preferably legal writing experience. Must have at least 3 years of research experience. The ability to work independently. Ability to read, write and plot legal descriptions. Ability to find quarter corners and property boundaries and make GPS record. Ability to draft Water Court objections, and other legal motions. Ability to build legal files for the Water Court objections process. Ability to communicate mapping requirements to GIS analyst. All applicants are required to submit a Tribal application, copies of relevant transcripts and/or certificates and a copy of a valid driver's license to the Tribal Personnel Department, 406.675.2700 ext. 1259 or visit the csktribes.org website for the application. Salary range \$20.00 to \$31.00 per hour, negotiable based on experience. Closing date will be Thursday, November 14, 2019 @ 5:30 p.m. **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.**

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. Thursday, October 24, 2019
2. Thursday, October 31, 2019
3. Thursday, November 7, 2019

PLEASE PUBLISH IN THE VALLEY JOURNAL CLASSIFIED ADS:

1. Wednesday, October 23, 2019
2. Wednesday, October 30, 2019
3. Wednesday, November 6, 2019

PLEASE PUBLISH IN LEADER CLASSIFIED ADS:

4. Wednesday, October 23, 2019
5. Wednesday, October 30, 2019
6. Wednesday, November 6, 2019

BILL TO: Tribal Legal Department
P.O. BOX 278
PABLO, MT 59855

If you have any questions, feel free to contact Cory Clairmont @ (406) 675-2700, ext. 1041. FAX: (406) 675-2711 or E-Mail: cory.clairmont@cskt.org