

**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
E-mail: sherry.dupuis@cskt.org**

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

TITLE: Receptionist

LOCATION: Natural Resources Department – Polson, MT

SALARY: \$16.92 to \$18.93 per hour

CLOSING DATE: Thursday, March 21st, 2024 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.**

The Natural Resources Department Receptionist is a full-time working position with responsibilities in assisting the Administrative Assistant and Department Head in completing various tasks.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Receives phone calls for the Natural Resources Department and responsible for routing to proper program/individual in a timely and courteous manner.
- Maintains detailed phone messaging system in the absence or unavailability of NRD employees.
- Greets visitors and directs them to appropriate programs, departments or divisions.
- Types reports, correspondence and memoranda as requested.
- Performs miscellaneous duties as assigned.

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

- High school diploma or equivalent and two (2) years of working in an office environment.
- Experience in word processing.
- Ability to communicate effectively, orally and in writing.
- Basic knowledge of modern office practices and procedures.
- Skill is required in proper phone etiquette, and operating all office equipment, including computers.
- Ability to handle difficult situations and provide excellent customer service.
- Able to work under pressure, handling various tasks at once while using good judgment in all situations.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid State driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, at 406-675-2700, Ext. 1040.

FOR MORE INFORMATION: Contact – Chauncey Means, Environmental Protection Division Manager at 406-675-2700, Ext. 7360.