

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406-675-2700  
PERSONNEL OFFICE FAX: 406-226-2562  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [sherry.dupuis@cskt.org](mailto:sherry.dupuis@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Legal Assistant/Law Office Administrative Assistant

**LOCATION:** Tribal Prosecutor's Office – Pablo, MT

**SALARY:** \$24.79 to \$28.50 per hour, plus benefits

**CLOSING DATE:** Thursday, August 8th, 2024 @ 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.**

This position requires certain specialized knowledge to assist the administrative staff, attorneys and advocates in the Tribal Prosecutor's Office.

**This work may include, but is not limited to:**

- Drafts simple legal documents such as motions, orders and petitions to revoke.
- Assists with criminal preparation, child protective services case preparation, mental health and adult protective cases.
- Enters and updates information in case management software to maintain electronic file records.
- Maintains case files for deferred sentences and prosecutions and tracks end dates to ensure that conditions are met.
- Assists staff in retrieving relevant documents such as court filings or orders.
- Answering, screening and routing incoming phone calls to appropriate staff in the absence of the Receptionist/File Clerk.
- Prepares correspondence, forms and memoranda; editing outgoing documents for grammar and spelling.
- Maintains incoming mail log and routes to appropriate staff person in the absence of the Receptionist/File Clerk.
- Receives and welcomes visitors and directs them to appropriate staff persons.
- Assists the public regarding matters under the jurisdiction of the Tribal Prosecutor's Office.
- Conducts various types of communications with Federal, State, and local government agencies, firms, or individuals in carrying out an authorized assignment, in conformity with practices necessary to properly conduct legal business and to perform the duties assigned.
- In the absence of the Law Office Administrator, will prepare timesheets and submit to payroll for processing and supply requisitions of office supplies as needed.

- Responsible for creating data bases for tracking purposes including, but not limited to, criminal background checks, traffic court, criminal disposition of cases and keeps court calendars current for upcoming cases.
- Performs filing duties with the department's various filing systems.
- Maintains the various filing systems for the Prosecutor's Office, including maintaining the hard copy and computer filing system to ensure staff can quickly retrieve information as needed.
- Maintains physical evidence and who has access to evidence.
- Responsible for performance of paralegal duties as assigned.
- Prepares requests for evidence and maintains records showing evidence received, dates thereof and distributing such records to attorneys as needed for discovery.
- Provides other routine duties as assigned.

### **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Associate of Applied Science degree in Paralegal/Legal studies **or** a legal secretary certificate **or** five (5) years of legal secretarial experience.
- Legal knowledge of office principles, practices and procedures.
- Must be able to maintain confidentiality which includes information in regards to staff and program operations; required to sign a Confidentiality Agreement.
- Skill in oral and written communications, grammar and spelling, use of wide variety of office equipment including computers, and good telephone techniques.
- Must possess a valid driver's license.
- Must not have been convicted of a felony, or crime involving child abuse, a sex offense, domestic abuse, assault with a weapon, or a violent crime, and have never been convicted of or terminated from employment for theft, fraud or misuse of funds.
- Must not have been convicted of a misdemeanor in the last three (3) years, except minor traffic offenses.
- Do not have a current and/or pending criminal case or Child Protection case.
- Do not have a record or history of habitual use of alcohol or drug abuse within the last five (5) years, including criminal offenses related to alcohol or drug abuse.

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

#### **SUBMIT:**

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copies of relevant academic transcripts and/or training certificates.
3. Copy of a valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. 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 – Maylinn Smith, Managing Attorney @ 675-2700 Ext. 1177.