

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
E-mail: cory.clairmont@cskt.org

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

TITLE: Probate Technician/Training to Specialist (contract position)

LOCATION: Tribal Lands Department - Pablo, MT.

SALARY: \$18.23 to \$20.95 per hour

CLOSING DATE: Thursday, August 15, 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.**

DUTIES:

- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law.
- Assists with assembly of probate case package for referral to the Department of the Interior Office of Hearings and Appeals (OHA), IPJ's Administrative Law Judge (ALJ);
- Assists with preparation of inventories of trust or restricted real property of deceased Indian persons owning property on the Flathead Indian Reservation;
- Assists with examination of personal, federal and public records to determine potential heirs of deceased Indians;
- Examination of land title documents such as title status reports for the purpose of ascertaining ownership of lands and resources held in trust or restricted status;
- Performs a wide variety of research to assist decision makers in resolving problems arising under federal, state or tribal law applicable to the testamentary disposition of property, intestate succession, title status, genealogy and other probate matters;
- Utilizing computerized information data base and computer software applications to accomplish probate data entry into the TAAMS and other tracking of probate status in the Federal software;
- Responds to telephone requests, faxes and walk-in requests from field personal

- and the general public;
- And other duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- Required to have a High School Diploma or equivalent, preferred, but not required any training or education on Probate or Realty or some other Land-related field.
- Must be able to pass Federal Background check for access to the BIA TAAMS (Trust Asset Accounting Management System) and be willing to attend all required trainings for the TAAMS system.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance Policy.
- This position is an entry level training position that depending on the qualities of the individual can be promoted to the Probate Specialist.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Basic knowledge of the unique Federal, State and Tribal laws.
- Some knowledge of court decisions relating to inheritance of trust and restricted lands and trust money accounts.
- Basic knowledge of real and personal property legal principles and legal documents affecting land title (wills, deeds, mortgages, marriage/divorce decrees, probate orders, adoption/guardianship orders)
- Working knowledge of records management.
- Skill in Software program experience including Microsoft, Excel, and Access.
- Skill in operating office equipment, including computers, scanners, calculators and copy machines.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official Tribal application).
2. Copies of relevant academic transcript/training certificate.
3. Copy of a current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted

SUBMIT ALL OF THE ABOVE TO:

Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION:

Contact: Holly Hitchcock, Right of Way/Acquisition Tech., at 406-675-2700 Ext. 1265.