

**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: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**

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

**TITLE:** Homesite Compliance Technician – Furloughable

**LOCATION:** Tribal Lands Department - Pablo, MT.

**SALARY:** \$22.44 to \$25.79 per hour

**CLOSING DATE:** Thursday, April 4, 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
- Conduct compliance checks of Homesite lease and rental agreements, lease improvement installation and maintenance as specified in the lease contract;
- Conducts compliance actions on leased and permitted lands for violations such as trash and debris, unauthorized occupancy or use, proper removal and reclamation of materials from a site;
- Verifies proper uses of permitted areas for home sites using digital images and review of permit language;
- Performs map inspections and field inspections to determine lot boundaries for home sites and other authorized Tribal uses;
- Develops and maintains manual lists and documentation procedures on all lease procedures, correspondence regarding enforcement and cancellation actions; follow-up procedures, correspondence on corrective actions, recovery of bonds, and history of lessee's land use practices.
- Communicates with customers in letter form informing them of any compliance issues in writing or preparing thank you letter if the site is in compliance;
- Works with Homesite Leasing Technician in regards to debt collection activities and offering payment tools to collect debt
- Utilizes computer data base and computer software applications to accomplish outlined duties; Enters all data into the CSKT Land Management System (LMS);
- Produces reports or ensures that management reports can be generated for TLD Department for monitoring functional compliance areas

- Manage and replies in a timely manner to all incoming correspondence and inquires and maintains a record of contact for future reference or redirects customers in a professional courteous manner to appropriate programs or personnel with the Tribal Lands Department.
- Works as part of departmental team using expertise to accomplish Council and Department head priorities and goals
- And other duties as required or assigned.

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

- The Technician is required to have a high school diploma or equivalent, with some training or continued education in land related fields; This position requires some experience in a land related field, which includes land location work. This experience may include forestry, range conservation, real estate sales, or related fields.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance Policy; be able to obtain ATV/UTV endorsement. The Technician must maintain physical capacity to walk range units and leases efficiently with no danger of physical harm; a work capacity test may be required to assist in fire suppression.

### **DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Thorough knowledge of land description and location techniques;
- Working knowledge of leasing and permitting procedures, conservation practices,
- Working knowledge of contract management and records management.
- Ability to work under arduous conditions for prolonged time periods; and under stressful and adverse operating conditions, such as long work hours, heavy workloads, adverse working conditions and environmental conditions.
- Ability to operate equipment sufficient to determine homesite lot boundaries to meet the needs of existing home site applicants and those on the waiting list. Locate homesite lot boundaries; meet with customers, flag boundaries. Must have sufficient skills necessary to explain process, equipment, maps, etc.

### **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: Willie Birthmark, Compliance Program Manager, at 406-675-2700 Ext. 1244.