

**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: Tribal Water Right Registration Specialist
(Contract position that expires 9/30/2023
with possible extension)

LOCATION: Legal Department - Pablo, MT

SALARY: \$20.00 to \$30.00 per hour
Negotiable based on experience

CLOSING DATE: Thursday, May 25, 2023 @ 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.**

DUTIES:

- Answers phones and greets the general public in a professional and courteous manner.
- Responds to questions from the public related to the CSKT-MT Water Compact, CSKT Ordinance 111-A, and the Tribal Water Right existing use registration process.
- Uses Google Earth, Montana Cadastral, CSKT Land Status maps, and other research tools to locate land parcels, write legal land descriptions, and record latitude/longitude.
- Performs research to assist in locating DNRC Water Rights and Groundwater Information Center well logs.
- Scans SKHA well files.
- Reviews land title documents to determine ownership of land in trust or fee status.
- Assist Tribal Members of Allottees with accurately completing forms to register an existing use of the Tribal Water Right.
- Prepares correspondences and follows up on outstanding issues related to applicant questions.
- Updates Microsoft Access database with current ownership information, legal land descriptions, and latitude/longitude.
- Create and maintain complete electronic and paper files according to office standards.
- Reviews Tribal Water Right Existing Use application forms; performs field checks and/or applicant outreach to resolve issues.
- Performs 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 and at least three (3) years of experience in positions related to water rights, hydrology, natural resources, legal, or relevant field.
- Must have experience in land location and land records research.
- Must have the ability to interpret maps and aerial photography.
- Ability to write reports and general correspondence.
- Must be proficient in the use of personal computers and Microsoft Office applications.
- Must demonstrate an understanding of the CSKT-MT Water Rights Compact and CSKT Ordinance 111-A.
- Must possess a current valid state driver's license and be insurable under the Tribes' insurance policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Knowledge of the water resources, irrigation practices, and various communities on the Flathead Reservation.
- Understanding of GIS mapping, KMZ files, and similar tools.
- Understanding of real and personal property legal principles and legal documents.
- Ability to establish and maintain working relationships with the public, co-workers, and other Tribal departments or external agencies.
- A strong work ethic and attention to detail; the ability and desire to learn.
- Possess good interpersonal skills and customer service communication skills.
- Possess good time management and organizational skills.

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 claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, telephone (406) 675-2700 ext. 1040.

FOR MORE INFORMATION:

Contact Christina Courville, Legal Department@ (406) 675-2700, ext. 1169

