

**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

*****VACANCY ANNOUNCEMENT*****

TITLE: Tribal Water Rights Registration Specialist
(contract position)

LOCATION: Legal Department – Pablo, MT

SALARY: D.O.E.

CLOSING DATE: Thursday, August 8, 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.**

DUTIES:

- Enters water use data into Microsoft Access database.
- Create and maintain complete electronic and paper files according to office standards.
- Prepares letters, memos, or reports and follows up on outstanding issues as directed.
- 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 111A, and the Tribal Water Rights existing use registration process – or routes questions to appropriate individual.
- Assists the public with looking up information in the DNRC Water Rights Query System and the Montana Groundwater Information Center well logs.
- 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.
- Reviews/researches state records, water right historic use documents, deeds, trust documents, and other information as needed to resolve issues and respond to inquiries.
- Evaluates Tribal Water Rights Existing Use application forms; performs field checks and/or applicant outreach to resolve issues.
- Consults with CSKT Legal Department and Natural Resources Department staff to resolve technical of legal issues as needed.
- Maintains office supplies, placing orders as needed.
- Performs other related duties related to water use on the reservation as directed by the CSKT Legal Department.

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

- Must have a high school diploma or GED and at least 3 years of experience in positions related to water rights, hydrology, natural resources, legal, or closely related field. Administrative experience, associates or bachelor degrees, and other combinations of education/experience may also be considered.
- Must have experience entering data into a Microsoft Access or other databases.
- Must have experience with Microsoft Word, Outlook, and Excel.
- Must have understanding of GIS mapping, KMZ files, and similar tools.
- Ability to write reports and general correspondence.
- Must be proficient in the use of personal computers, printers, and other office equipment.
- Must possess a current valid driver's license and be insurable under the Tribes' Insurance Policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Demonstrated understanding of the CSKT-MT Water Rights Compact and CSKT Ordinance 111-A.
- Experience in land location and land records research.
- Knowledge of the water resources, irrigation practices, and various communities on the Flathead Reservation.
- Understanding of real and personal property legal principles and legal documents.
- Strong work ethic, punctuality, and attention to detail.
- 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. 1041.

FOR MORE INFORMATION: Contact: Christina Courville, Attorney at (406) 675-2700, ext. 1169.