

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-030 **Issue Date:** 02-28-17 **Closing Date:** 03-20-17

Administrative Assistant
Revenue Allocation Plan (RAP)
Department of Finance
Hourly Wage: \$14.56/Regular/Full-Time

The Administrative Assistant is responsible to answer, direct or forward general phone inquiries using a professional and courteous manner. Reply to general information requests with accurate information. Greets clients/suppliers/visitors to the organization in a professional and friendly manner. Ensures the efficient day-to-day operation of the office, supports the work of management and other staff. The Administrative Assistant may be required to work some overtime hours if necessary.

Knowledge, Skills and Abilities:

- Knowledge of general administrative policies, procedures and practices of the Yakama Nation and federal government.
- Knowledge of principles and practices of English grammar, punctuation and spelling.
- Knowledge of and ability to apply the fundamentals of basic math.
- Knowledge of filing principles and procedure; file information alphabetically, numerically and chronologically.
- Ability to organize and prioritize work.
- Ability to demonstrate dependable work attendance.
- Ability to establish and maintain satisfactory work relationships with members of the Tribal Council, Tribal and federal employees, managers, and coworkers.
- Ability to operate standard office equipment such as a calculator, keyboard, copier, scan and fax.
- Ability to type and keyboard proficiently and accurately.
- Ability to operate standard financial software system such as the JD Edwards system.

General Recruiting Indicators:

- Minimum of a High School Diploma or equivalent. Must have at least 1-3 years' experience comparable to an Office Assistant V or a Bookkeeper III. Post-secondary education in business, computers, or office management is an asset.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.