

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2017-071 Issue Date: 04-11-17 Closing Date: 04-24-17

Office Assistant IV
Department of Human Services
Hourly Wage: \$11.98/Regular/Full-Time

This position is responsible for providing highly complex office support work for the implementation of the Yakama Nation Master Indian Health P.L. 93-638 Contract, and the Emergency Medical Assistance Program. This includes being able to understand the contract and its component parts, paying particular attention to the accuracy of the accounting data and budget amounts. This position must maintain highly confidential information, work independently as possible under stressful situations at times.

Knowledge, Skills and Abilities:

- Knowledge of contemporary Office and secretarial theories principles, practices and techniques.
- Knowledge of basic and general accounting and audit principles.
- Knowledge of how to operate office equipment.
- Reading and writing comprehensive skills.
- Excellent writing, oral and listening communication skills.
- Ability to work independently and exercise discretion.
- Ability to understand and implement complex oral and written instructions.
- Ability to develop positive working relationships with co-workers.
- Ability to identify and prioritize work tasks.

General Recruiting Indicators:

- Minimum of at least two years experience as an Office Assistant III OR Successful completion of a secretary course and/or similar course of study at a vocational school and/or institution of higher education.

SPECIAL REQUIREMENTS:

- Must have a valid Washington State Driver License.
- Ability to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.