

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-073 Issue Date: 04-14-17 Closing Date: 04-27-17

Office Assistant II
Nak Nu We Sha
Department of Human Services
Hourly Wage: \$9.86/Regular/Full-Time

This is general office support work for the Yakama Nation. The position is required for performing a variety of general clerical or other office type work which involves clear and specific guidelines, repetitive operations, and limited judgement in determining the procedural steps or general rules to be followed. Duties are to perform clerical work which involves typing, filing, and answering telephones; also considerable public contact requiring explanation of Tribal rules and the interpretation of established guidelines is also a basic element of this class. Provides assistance to social workers case files management. Work is performed independently after reaching the full performance level, under guidelines and precedents ranging from extensive and explicit to limited and vague. Supervisor provides advice and guidelines on new and changed procedures or requirements and is available for advice and assistance.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial and general office principles, practices, and techniques.
- Knowledge of Business English and math.
- Knowledge of the Yakama Nation Personnel Policy Manual.
- Knowledge of Privacy Act requirements.
- Ability to maintain confidentiality.
- Ability to communicate effectively and professionally oral and written form.
- Ability to multi task work assignments.
- Ability to prioritize workload and goals that meet the daily needs of the program.
- Ability to work independently and productively.
- Skill in operation of standard office equipment such as computer, work processing software, calculator, copier and fax.
- Ability to establish and maintain effective working relationships with the public sector, clientele, and tribal/state agencies.

General Recruiting Indicators:

- Six months of general office work experience at a level equivalent of Office Assistant I or any experience or education which would demonstrate the ability to perform the work.
- Must possess a valid Washington State Driver license and proper vehicle insurance.
- Ability to pass a pre-employment alcohol and drug test pursuant to the Yakama Nation Personnel Policy Manual.
- Must be alcohol and drug free.
- Enrolled Yakama Preference.