

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-083 **Issue Date:** 04-21-17 **Closing Date:** 04-27-17

Administrative Assistant
Division of Cultural
Hourly Wage: \$14.56/Regular/Full-Time

Incumbent is responsible to provide program clerical and bookkeeping support, recordkeeping, file maintenance, mail processing, answering phones, and related clerical functions for the Yakama Nation. Maintains a comprehensive records management system. Greets and provides assistance to the public, answering phones, directing calls and taking messages. Prepares correspondence, documents, and reports as instructed. Functions as a confidential secretary which involves planning workloads to meet time lines.

Knowledge, Skills and Abilities:

- Knowledge of tribal governmental infrastructure and inter-workings.
- Knowledge of Yakama culture, traditions and history.
- Knowledge of bookkeeping principles and practices.
- Knowledge of grant writing procedures and reporting.
- Knowledge of purchasing policies and procedures.
- Ability to write clear and concise reports, memoranda, directives and letters.
- Ability to accomplish assigned administrative tasks with minimal supervision and general direction.
- Ability to communicate with the public tactfully, courteously, and effectively.
- Ability to establish and maintain effective working relationships.
- Ability to speak in a clear and interesting manner.
- Knowledge of administrative and clerical procedures and systems such as word processing; managing files and records, designing forms; and other standard office procedures.
- Knowledge of and ability to apply standard filing procedures (alphabetical, numerical, subject, hyphenated names, etc.).
- Knowledge and skill in the use of standard office equipment such as a copier, scanner, calculator, and fax etc.
- Knowledge of and/or ability to learn to use the J.D. Edwards system.
- Knowledge of general administrative policies, procedures, and practices of the Yakama Nation and federal government.

General Recruiting Indicators:

- Requires a high school diploma or equivalent AND 3 years work experience comparable to and office assistant V or Bookkeeper III. OR substituting, on a month to month basis, college level course work or satisfactory completion of certified training program in administration AND three years' work experience as an Office Assistant V.

Special Requirement:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must possess a valid WA State Driver License with ability to obtain a Tribal Drivers Permit.