

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-158 **Issue Date:** 07-17-17 **Closing Date:** 07-31-17

Registrar
Tribal School
Department of Human Services
Hourly Wage: \$13.87/Regular/Full-Time

Responsible for maintaining student records at the Yakama Nation Tribal School. Process student records, transcripts, enrollment, transfers, and withdrawals for the students.

Knowledge, Skills and Abilities:

- Ability to maintain accurate and auditable records.
- Ability to use personal computer and software to develop or maintain spreadsheets and databases, and work with word processing.
- Proficient keyboarding (65wpm) and file maintenance skills.
- Basic math skills.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality.
- Attendance and punctuality are important in this position.

General Recruiting Indicators:

- Must have High School Diploma or GED and at least three years of secretarial/clerical experience, including data input and retrieval. Or a Minimum of at least one year supervisory or administrative experience in Education.

Special Requirements:

- Required to pass a pre-employment drug/alcohol test.
- Required to pass a pre-employment background check.
- Must have no history of child abuse.
- Must have no history of drug or alcohol abuse.
- Must have first Aide/CPR card.
- Must have a valid Washington State Driver License with ability to obtain Yakama Nation Tribal Driving permit.
- Yakama enrolled preference.