

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-180 **Issue Date:** 08-08-17 **Closing Date:** 08-29-17

Office Assistant III
Wildlife
Department of Natural Resources
Hourly Wage: \$10.87/Regular/Full-Time

Incumbent is responsible for handling all assigned clerical duties for the Wildlife Program. Will maintain project and chronological filing systems. Will post to computerized cuff account system on a regular basis, posting to bi-weekly wage sheet and individual leave audit forms for Wildlife employees. Will prepare financial documents which include purchase orders, journal entries bi-weekly timesheets with multiple accounts, program batch sheets, payroll actions forms, and grant and contract documents for further processing. Will inform supervisors of employee performance evaluation deadlines. Functions as a confidential secretary which involves planning workloads to meet time lines.

Knowledge, Skills and Abilities:

- Knowledge of general office principals, practices, and techniques.
- Knowledge of basic bookkeeping methods and techniques.
- Knowledge of accounting principles, concepts and terms.
- Knowledge of methods and techniques of governmental accounting.
- Knowledge of business English and math.
- Knowledge of correct and effective use of English grammar.
- Ability to learn the specialized terminology associated with the Wildlife Program.
- Ability to establish and maintain effective working relationships with other employees, general public, and other agencies and businesses.
- Ability to express ideas clearly and concisely orally and in writing.
- Ability to perform typing, computer input, and bookkeeping at an acceptable level of proficiency as required by the position.
- Skilled in the operation of equipment associated with the position.
- Ability to adhere and maintain strict confidentiality.

General Recruiting Indicators:

- At least one year progressively responsible secretarial or general office work experience at a level equivalent to an Office Assistant II, Or may substitute on a month for month basis, upon successful completion of course of work or training in office principles and practices for a minimum of six months.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a Tribal Driver's permit.
- Yakama enrolled preference.