

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-054 **Issue Date:** 03-01-18 **Closing Date:** 03-21-18

Compliance Officer/Office Manager
Department of Revenue
Finance Department
Hourly Wage: \$16.86/Regular/Full-Time

Responsible to manage administrative procedures to implement permit and licensing section of the Yakama Nation Department of Revenue. Work involves reviewing applications for business licenses, closed area courtesy permits, Gas Tax and Cigarette Tax; review all application to ensure completeness, accuracy and compliance, oversight of the process in provided by the Department of Revenue Manager. Collaborate with staff and tribal programs to ensure that all business and permit applicants are compliant with the Yakama Nation. Incumbent shall cross-check compliance with TERO, Zoning, Law Enforcement and Gaming entities to ensure compliance for licensing and permitting process. Conduct compliance check and inspections and assist in other directed assignments to record information and process all activities within a timely and proper manner. Organize documentation to show compliance with all requirements and guidelines and provide quality and timely customer service in all oral or written communication. Work to maintain an up-to-date payment system for licensing, permit and tax payment from applicants.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Personnel Policy Manual and tribal administration policies and procedures, Finance Manual, Law and Order Code, Drug & Alcohol Procedures Manual, Motor Vehicle Registration controls specifically YN Law & Order Code, Title 50, Courtesy Permits, Gas & Cigarette Tax and any other applicable laws, rules and/or regulations.
- Knowledge of Yakama Nation Cigarette & Fuel policies and procedures and applicable state and federal rules and regulations.
- Knowledge of the JD Edwards and governmental accounting principles, theories, concepts and terms.
- Knowledge and proficiency in computer use, specifically Microsoft Word, Excel, Power Point, Access and have the ability to assist in routine maintenance of Department of Revenue database.
- Skill and ability to demonstrate logic and analytic ability to troubleshoot program needs and find solutions to property record and document updates and services.
- Ability to work under stress and remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development of the Department of Revenue licensing, permits, taxation, and regulatory controls of the Yakama Nation.
- Ability to use technology with ease, such a laptop computer, smartphones, and their functions.
- Ability to prepare program related reports and communicate both orally and in writing.
- Ability to maintain and protect strict confidentiality of the Yakama Nation data in any and all pertinent respects, including but not limited to, Yakama Nation laws, policies and procedures.
- Ability to establish and maintain effective working relationships with other governmental officials, law enforcement, employees, agencies, businesses, general public and maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of services relating to licensing, inspections, and compliance and to maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of services relating to licensing, inspections, compliance and to maintain on-going services.
- Ability to effectively communicate orally and in writing, with all levels of personnel including employees, supervisors and elected officials.
- Ability to demonstrate excellent time and attendance due to the need to properly maintain database and application processing.

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



- Ability to maintain budgetary limitations and ensure equipment and supplies are maintained for proper implementation by the Department of Revenue.
- Ability to meet public and address problems, issues, and complaints tactfully, courteously and effectively.

General Recruiting Indicators:

- Minimum of a degree with a focus in business, accounting, criminal justice, regulatory enforcement or closely related field OR a minimum of two years of progressively related experience in licensing, permit issuance or a regulator environment. Additional qualifying experience will substitute for education on a year for year basis.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Driver Permit in order to travel on tribal business.
- Due to the nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentially Agreement.