

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-094      **Issue Date:** 03-12-18      **Closing Date:** 03-16-18

**Administrative Assistant**  
**Tribal Administration**  
**Hourly Wage: \$14.56/Temporary/Full-Time**

Responsible for performing a variety of highly specialized administrative office support work in Administration. Plans and organizes the office workflow to meet deadlines according to established policies and procedures. Develops and maintains record keeping system; prepares and maintains financial documents; provides confidential secretarial services. Greets and provides assistance to the public, Yakama Nation program needs, co-workers and various outside agencies.

**Knowledge, Skills and Abilities:**

- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Knowledge and understanding of JD Edwards Financial Accounting System.
- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general direction.
- Ability to demonstrate a high degree of personal integrity, professionalism and be able to maintain strict confidentiality.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, public and outside agencies.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to maintain punctuality and attendance expectations.
- Ability to exercise independent initiative and judgment.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.

**General Recruiting Indicators:**

- Minimum of high school diploma or equivalent and three years progressively responsible office work experience in a comparable environment. Successful completion of Associate of Arts degree with the demonstrated ability to successfully perform duties of the job is acceptable in place of job experience.

**Special Requirements:**

- Must possess a valid Washington State Driver's License with ability to obtain a Tribal Driver's Permit.
- Required to successfully pass a background check.
- Must present a high professional image and outstanding customer service to internal and external clients.
- Required to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.