

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-120 **Issue Date:** 04-10-18 **Closing Date:** 04-16-18

Receptionist/Support Specialist
Office of Legal Counsel
Hourly Wage: \$10.87/Regular/Full-Time

The Receptionist/Support Specialist provides varied and specialized clerical office support work for the Yakama Nation Office of Legal Counsel. Provides quality work while maintaining strict confidentiality. Daily communication for in-person, telephone and written inquiries from co-workers, program staff, citizens, governmental, tribal, and community leaders and/or officials. Answering/screening phone calls and routes them accordingly using professional communication and demeanor. Work will involve typing, filing, preparing certified mail, greeting & assisting visitors, making copies, receiving & stamping office related documents, distributing incoming/outgoing mail. Primary work will be done at workstation.

Knowledge, Skills and Abilities:

- Ability to maintain strict confidentiality of client and program information.
- Ability to be punctual and reliable while maintaining the office dress code.
- Ability to work as a team player and independently with minimum supervision while identifying and prioritizing work assignments.
- Ability to establish and maintain effective professional working relationships with office employees, client(s), departmental program staff, and the general public.
- Ability to perform the job with a high level of professionalism and demonstrate good morals.
- Ability to work under stressful conditions while keeping composure when dealing with difficult situations.
- Ability to understand and follow oral and written instructions.
- Ability to complete work assignments in a timely manner to meet deadlines and office objectives.
- Ability to lift and carry up to 40lbs to re-organize files and storage boxes when needed.
- Knowledge of general office practices and principles of operation.
- Knowledge of standard filing and organizing procedures.
- Knowledge of and skill in the use of standard office equipment such as a desk top computer, fax/copy machine, labeler, printer, scanner, telephone system, and typewriter.
- Knowledge of the Yakama Nation Personnel Policies Manual and Records Management Manual.

General Recruiting Indicators:

- High school diploma or GED required and two or more years of progressively responsible secretarial or-general office work experience at a level equivalent to an Office Assistant III. OR A combination of work experience and education that demonstrates the ability to perform the duties and responsibilities of this position.

Special Requirements:

- Must have a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit within 6 months of hire.
- Must not have a felony or gross misdemeanor conviction within the past 7 years.
- Required to pass a pre-employment background check.
- Required to pass a pre-employment drug and alcohol test.
- Yakama Enrolled Preference.