

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-182 **Issue Date:** 06-07-18 **Closing Date:** 06-14-18

Tribal School Office Specialist
Tribal School
Department of Human Services
Hourly Wage: \$16.05/Regular/Full-Time

The office Specialist provides personnel support for the Yakama Nation Tribal School, performing all responsible clerical work associated with Yakama Nation Payroll and Human Resources. Works closely with YNTS Business Manager, Fiscal Program Coordinator and Grants Coordinator to ensure compliance with Yakama Nation's Financial and Personnel Policies. Incumbent is expected to exercise considerable initiative in the resolution of problems encountered in the preparation of payroll, while performing accurate and detailed work within rigid time schedules.

Knowledge, Skills and Abilities:

- Knowledge of administrative procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, PowerPoint and Access.
- Knowledge of the requirements of Background Checks/Adjudication process.
- Knowledge of Washington State certification requirements for all teaching, administrative and teacher assistant staff.
- Knowledge of No Child Left Behind Highly Qualified expectations.
- Ability to learn JD Edwards system.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all Tribal School staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials and the general public.
- Ability to meet the public and address problems, issues and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, both orally and written, with all levels of personnel and including employees, supervisors and elected officials.
- Ability to demonstrate a high degree of personal integrity and able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to attend meetings, trainings and conferences as requested.

Minimum Requirements:

- Associate of Arts Degree and two years professional work in a comparable position or an equivalent combination of education and experience.
- Required to pass pre- employment drug test.
- Must have a valid Washington State Driver's license with the ability to obtain a Yakama Tribal Driving Permit.
- Ability to complete background check according to Yakama Nation Tribal School requirements.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Bachelor's Degree and one year of experience in comparable position or an equivalent combination of education and experience.
- Must have First Aide/CPR card or ability to obtain one.
- Must not have a history of child abuse or neglect.
- Must have no history of drug or alcohol abuse.