

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-209 **Issue Date:** 08-28-18 **Closing Date:** 09-18-18

Transcriber/File Specialist
General Council
Hourly Wage: \$16.05/Regular/Full-Time

The primary responsibilities of this position will be to transcribe the minutes of the General Council meetings which are the official Yakama Nation record of proceedings. Typing accuracy is vitally important. Must thoroughly understand the nature of Yakama Nation General Council governmental operations and be familiar with General Council subject matter and technical considerations. Work requires professionalism at all times when responding to telephone calls, office visits, inter departmental matters, and all correspondences. Work involves some lifting when organizing or moving boxed documents to storage or archives. Attend Annual/Special General Council meetings; assist with setting up for the meetings and recording sessions. Provides Administrative support to office and its staff to accomplish program objectives. Position calls for flexibility. May be assigned new projects and tasks not included on the position description, or to assist other General Council staff as requested by supervisor ensuring the efficient and effective functioning of the work unit.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Governmental Organization.
- Knowledge of the Yakama Nation Treaty of 1855.
- Knowledge of Yakama Nation culture, tradition and customs.
- Knowledge of the Yakama Nation governmental and administrative operations such as General Council subject matter.
- Knowledge of Yakama Nation policies & procedures applicable to the General Council Office.
- Knowledge of JD Edwards system.
- Knowledge of general office administration, principles, practices, and procedures.
- Knowledge of standard filing, principles and procedures (alphabetical, chronical, numerical).
- Knowledge of word processing, transcription and maintaining files and records.
- Knowledge of the structure and content of the English/Yakama language including the meaning and spelling of words, rules of composition and grammar.
- Ability to utilize a computer and assorted software application.
- Ability to utilize standard office equipment such as a copy/fax machine, multi-line telephone, 10-key calculator etc.
- Ability to communicate effectively with professionalism both orally and in written form.
- Ability to establish and maintain effective working relationships with co-workers, Tribal Programs, Tribal Leadership, outside business associates, and the general public.
- Ability to learn and adhere to office and administrative procedures and tribal policies.
- Ability to provide secretarial and administrative support to General Council Executive Board, Code of Ethics members and support staff as needed.
- Ability to maintain ethical and professional conduct at all times while employed with General Council Office.
- Ability to perform filing duties with proficiency and accuracy.
- Ability to plan, organize and prioritize workload.
- Ability to work independently and productivity to meet deadlines with minimal supervision.
- Ability to work under stress and to handle adverse situations.
- Ability to be dependable, prompt, and maintain good attendance.
- Ability to maintain strict confidentiality.
- Ability to prepare hard copy of minutes, motions and resolutions.
- Ability to type with speed and accuracy.
- Skill in operating equipment associated with the position to include: audio recording software, transcriber and scanner.

Minimum Requirements:

- Requires High School Diploma.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving permit.
- Enrolled Yakama preference.
- Must be of good moral character.

Preferred Requirements:

- Certified Electronic Transcriber/Typist with one year experience.
- Ability to demonstrate to perform the work.