

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-244 **Issue Date:** 08-31-18 **Closing Date:** 09-14-18

Office Clerk
Archives
Department of Administration
Hourly Wage: \$11.98/Regular/Full-Time

Responsible to receive, review, identify and oversee incoming and outgoing job assignments in reference to Yakama Nation Records Management. Responsible for receiving, recording telephone calls, screening calls as directed, asking questions to determine customers' need and directing visitor to appropriate staff or department. Will implement and maintain in a uniform legal standard of retention; provide guidance and direction to YN programs regarding records management.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Mission Statement and Yakama Nation Archives/Records Management program goals and objectives.
- Knowledge of the principles and practices used in the programming and operation of a Laserfiche document management system, as well as knowledge of technological capabilities and uses of mainframe computers and related peripheral equipment.
- Skill in effective communication and training development of use of Laserfiche Management System.
- Ability to develop and maintain good employee communication throughout the Yakama Nation organization.
- Ability to attend required training for certification and documentation of Laserfiche proficiency.
- Ability to work under stress.
- Ability to establish excellent professional and inter-personal relations.
- Ability to establish and maintain effective working relations with other employees, agencies, businesses and 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 records management database and maintain on-going services.
- Ability to provide clerical duties including photocopying, filing and scanning.
- Ability to be well organized, calm and adaptable.
- Ability to maintain excellent time and attendance.
- Ability to demonstrate logic and analytic ability to troubleshoot program needs and find solutions to properly record a document updates and services.
- Ability to maintain strict confidentiality of all data.

General Recruiting Indicators:

- Minimum of two years progressively responsible records management experience; one year experience dealing with work of highly confidential nature; OR substituting, on a month for month basis, successful completion of college level courses for the minimum experience to a maximum of six months.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to complete a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Nation Tribal Drivers Permit.
- Due to 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 Confidentiality Agreement.