

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-248 **Issue Date:** 09-05-18 **Closing Date:** 09-18-18

Office Assistant IV
Probation Services
Department of Justice Services
Hourly Wage: \$11.98-\$12.58/Regular/Full-Time

Provides a variety of technical administrative office support for the Yakama Nation Probation Office. Employee also provides basic reception support services for programs located at the Yakama Nation Corrections Facility. Employee assists probation staff, Truancy Officer, and Youth Case Coordinator's in calendaring appointments, creating, updating, and maintaining client files, Coordinates and prioritizes assigned workload daily to ensure smooth workflow to maintain office efficiency. Employee is responsible for creating, updating, and maintaining personnel files for the Probation Office which includes preparing payroll actions, timesheets, and routine leave audits. The employee will assist in gathering and maintaining statistical data and reports as assigned. Greets visitors and clients, screens all incoming calls for office staff, providing superior customer service to probation colleagues, court ordered clients and the general public. Employee performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques, including record keeping.
- Ability to understand and execute complex and oral written instructions.
- Ability to be self-initiative, a team-player, display accuracy and maintain strict confidentiality.
- Ability to distinguish and provide accurate information as needed upon supervisor request in a timely manner.
- Ability to communicate effectively both orally and in written form.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to demonstrate computer literacy in using standard office equipment and case management software.
- Ability to identify challenging situations and respond safely utilizing professional tactics.
- Monitor, organize, and maintain inventory of office supplies, equipment, and furniture. Position demands the Office Assistant IV to be reliable, trustworthy, punctual, and maintain strict confidentiality.

General Recruiting Indicators:

- At least two years' of experience as an Office Assistant III and/or any job training that meets the minimum requirements equivalent to an Office Assistant IV.

Special Requirements:

- Must possess a valid WA State Driver's license.
- Yakama enrolled preference.