

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-056 **Issue Date:** 02-14-18 **Closing Date:** 02-22-18

Office Assistant III
Home Land Security
Department of Public Safety
Hourly Wage: \$10.87/Regular/Full-Time

Incumbent functions as office support for the Tribal Police, Home Land Security Unit. Utilizes an automated records system to maintain, transfer, and prepare for final disposition of administrative, fiscal and other generated documents and items.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial principles, practices and procedures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of the Yakama Reservation, people and traditions.
- Ability to use a computer and assorted software such as Microsoft WORD, Excel, etc.
- Ability to deal diplomatically, tactfully, and effectively with staff at all levels of the governmental organizational structure, including staff of the federal government, local agencies, and other tribes.
- Ability to plan, organize, and prioritize work assignments and complete them timely.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to maintain strict confidentiality of program and client information.
- Ability to follow oral and written instructions.
- Ability to type a minimum of 40 words per minute (WPM).
- Ability to lift 20 lbs.

General Recruiting Indicators:

- Minimum of at least 1 Year of general clerical related experience.
- Minimum of High School Diploma or GED.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver's License.
- Required to successfully pass a criminal background check. No misdemeanor or felony convictions.
- Required to maintain basic first aid and CPR card.
- Yakama enrolled preference.