

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-095 **Issue Date:** 03-14-18 **Closing Date:** 03-20-18

Assistant Registrar
YN Tribal School
Department of Human Services
Hourly Wage: \$10.87/Regular/Full-Time

Incumbent assists the Tribal School Registrar and provides support service to Tribal School students. Provides assistance in establishing and maintaining Tribal School program records, files, documents, and student reports. Reviews documents and takes routine action as applicable. In reference to program applications, adheres to existing specific procedural guidelines.

Knowledge, Skills and Abilities:

- Ability to assume responsibilities and work in an educational environment with children and families.
- Ability to establish effective working relationships with parents/families, professionals and colleagues.
- Ability to demonstrate oral and written communication skills.
- Ability to organize work to accommodate workload in a timely fashion to coordinate and plan work with other staff.
- Ability to perform typing at an acceptable level of proficiency and accuracy.
- Ability to understand and apply available operating guidelines.
- Ability to meet and work with the public in a pleasant and courteous manner and at times in stressful situations.
- Ability to express ideas effectively in writing and orally.
- Ability to organize and prioritize work assignments and complete them timely.
- Working knowledge of current education practices, methods, and techniques used in the education system.
- Must participate in division in-services as it pertains to work responsibilities.
- Attend meetings, locally and regionally that are required to ensure that student aspects of division operations are in compliance with applicable rules and regulations.

General Recruiting Indicators:

- Certificate or degree in a secretarial course of study from an institution of higher learning or an approved business school. Or a minimum of two years' successful experience as an Office Assistant and/or a related education field.

Special Requirements:

- Must have a valid Washington State Driver license with ability to obtain a Tribal Driving Permit.
- Must have a First Aid/CPR card or ability to obtain one.
- Must not have any history of child abuse or neglect.
- No history of drug abuse.
- Ability to pass a pre-employment drug/alcohol and background check.
- Yakama enrolled preference.