

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-163 **Issue Date:** 05-11-18 **Closing Date:** 05-17-18

Administrative Assistant
Library
Department of Human Services
Hourly Wage: \$14.56/Regular/Full-Time

Responsible to provide program clerical and bookkeeping support, recordkeeping, file maintenance, mail processing, answering phones, and related clerical functions for the Yakama Nation Library. Maintains a comprehensive record management system. Greets and provides assistance to the public. Prepares correspondence, documents, and reports as instructed. Functions as a confidential Administrative Assistant which involves planning workloads to meet time lines.

Knowledge, Skills and Abilities:

- Knowledge of tribal government infrastructure and inter-workings.
- Knowledge of Yakama culture, traditions and history.
- Knowledge of bookkeeping principles and practices.
- Knowledge of grant writing procedures and reporting.
- Knowledge of purchasing policies and procedures.
- Knowledge of Microsoft Office with thorough knowledge of Excel, Word, and PowerPoint.
- Managing files, and records, designing forms; and other standard office procedures.
- Knowledge of and ability to apply standard (alphabetical, numerical, subject, hyphenated names, etc.).
- Knowledge of the J.D. Edwards system.
- Ability to write clear and concise reports, memoranda, directives, letters using proper punctuation and grammar.
- Ability to accomplish assigned administrative tasks with minimal supervision and general direction.
- Ability to meet deadlines.
- Ability to communicate with the public tactfully, courteously and effectively.
- Ability to establish and maintain effective working relationships.
- Ability to speak in a clear and concise manner.

General Recruiting Indicators:

- Requires a high school diploma or equivalent and three year's work experience comparable to an Office Assistant V or Bookkeeper III or may substitute on a month for month basis, college level course work or satisfactory completion of a certified training program in administration and three year's work experience as an Office Assistant V.

Special Requirements:

- Required to pass a criminal background check.
- Must possess a valid WA State Driver's license with ability to obtain a Tribal Driver's permit.
- Ability to obtain a First Aid/CPR card.
- Yakama enrolled preference.