

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-331 **Issue Date:** 11-26-18 **Closing Date:** 12-14-18

Office Assistant III
Payroll
Department of Finance
Hourly Wage: \$10.87-\$12.46/Temporary/Full-Time

Incumbent is responsible to perform a variety of technical administrative office support work for the Yakama Nation Payroll Department. Responsible to set up and initiate scanning process of payroll files. Follow Payroll procedures and guidelines in the disposition of confidential files. Works with all Payroll staff to ensure accurate preparation of outdated timesheets, payroll deductions and employee files are ready to be scanned. Assist in transporting files to and from storage. Provide superior customer service in response to inquiries regarding Yakama Nation Elected Officials and employees.

Examples of Work Performed:

- Responsible for accurate and timely computerized scanning of all Payroll files.
- Responsible for all phases of inventorying payroll documents for the importance of scanning process.
- Retrieve files from storage, transport, follow security measures and disposition guidelines.
- Set up and maintain storage files and secure on hard drive.
- Provides confidential services; responds to personal, telephone, or written inquiries from Yakama Nation Elected Officials, YN Employees and the general public.
- Refer personal, telephone, or written inquiries to proper person.
- Work is performed independently and with the assistance of other Payroll staff using discretion, and judgment in applying guidelines to work situations.
- Assist all payroll staff with other duties as assigned on a weekly basis.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques, including some record keeping.
- Ability to understand and execute complex oral and written instructions.
- Ability to communicate effectively both orally and in written form.
- Ability to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to demonstrate computer literacy in using standard office and business software.

General Recruiting Indicators:

- Any experience and education demonstrating, the ability to perform the work, and/or any job training that meets the minimum requirements for entry-level clerical work performed at an acceptable level or equivalent to Office Assistant II; **OR** Substituting, on a month-for month basis, successful completion of course work or training in office principles and practices for the minimum experience to a maximum of six months.

Special Requirements:

- Position demands that the incumbent is reliable, trustworthy, and punctual.
- A valid Washington State Driver's License is required and the ability to obtain a Tribal Driver's permit.
- Must adhere to and maintain strict confidentiality practices.
- Required to pass a pre-employment drug test.
- Yakama enrolled preference, but all qualified applicants are encouraged to apply.