

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2019-137      **Issue Date:** 05-24-19      **Closing Date:** 06-17-19

**Senior Executive Assistant**  
**Gaming Commission**  
**Gaming Commission Administration**  
**Hourly Wage: \$21.86/Regular/Full-Time**

The Senior Executive Assistant will provide administrative support to the Executive Director and Gaming Commissioners including managing schedules, general office processing information and organize documents, assisting with developing the internal documents, coordinate meetings and event planning for all community members, the general public and employee association activities. The Executive Assistant will be primarily responsible for ensuring smooth operations of the Executive Director and Gaming Commissioners offices.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of Tribal Administration and general office procedures.
- Knowledge of the history of Indian Gaming and the Yakama Nation as it relates to gaming.
- Knowledge of all Commission regulations, the Washington Tribal-State compact, the Yakama Nation Gaming Ordinance and all other regulations pertaining to the Commission in order to educate the general public and the Yakama Nation membership of the functions of the Commission.
- Ability to excel under pressure and maintain a positive attitude under stressful situations.
- Ability to speak at public events and before large groups.
- Ability to motivate involvement and commitment from others.
- Ability to maintain effective relationships with the general public, Legends Casino associates and employees of the Gaming Commission.
- Ability to communicate effectively in writing and verbal presentation.
- Ability to review documents at the Executive Director's request.
- Ability to be self-motivated and work independently.
- Ability to maintain the public's trust, confidentiality and professionalism.
- Skills in personal computer applications including; Microsoft Word, Excel, Access, PowerPoint, Visio, and Project Publisher.
- Skills in project coordination, managing priorities and satisfying deadlines.
- Skills in graphic design and video editing.
- Creative and advanced techniques for performing assignments.
- Must be highly creative and energetic.
- Must adhere to Yakama Nation Personnel Policies.

**Minimum Requirements:**

- Associate's Degree in Business Administration, Communication or related field.
- Any equivalent combination of education and work experience may be substituted for required qualifications.
- Required to pass pre-employment drug test.
- Required to pass an annual thorough criminal background investigation.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

**Preferred Requirements:**

- Bachelor's Degree in Business Administration, Communication or related field.
- Three years of experience in gaming, office administration or executive assistant.