

YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2012-116 Issue Date: 08-13-12 Closing Date: 08-27-12

Office Assistant III
Tribal Insurance
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular

Assists the Tribal Insurance office with a variety of job duties. Will be responsible at times for the coding of medical claims and the disbursement of Insurance explanation of benefits to all insured as well as medical providers. Will take copies for all Insurance staff, type documents, and do program filing.

Knowledge, Skills and Abilities:

- Knowledge of resource agencies directly related to the Insurance program who are available to assist with medical as well as other Insurance related matters.
- Knowledge of the various Group Health Plan benefits and how each is administered.
- Knowledge of medical terminology and how it related to the coding of medical claims.
- Ability to maintain strict confidentiality in dealing with personal health related matters as well as with program records and files.
- Ability to exercise good judgment in handling Insurance matters and tact in dealing with the public.

General Recruiting Indicators:

- Requires 12 months of work related experience as an office assistant I, or must be able to provide documentation showing the knowledge and ability related to this position to carry out the necessary job duties.

Necessary Special Requirements:

- Required to pass a pre-employment drug and alcohol test.