

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-004 **Issue Date:** 01-18-13 **Closing Date:** 02-01-13

Assistant Registrar
Yakama Nation Tribal School
Department of Health & Human Services
Hourly Wage: DOQ/Regular-Furlough
Location: YN Tribal School

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 reports. Reviews documents and takes routine action as applicable. In reference to program applications, adheres to existing specific procedural guidelines.

Knowledge, Skills and Abilities:

- Knowledge of general office practices and procedures.
- Knowledge of basic filing principles and procedures (alphabetical, numerical, subject, etc.)
- Ability to assume responsibilities and work in an educational environment with children and families.
- Ability to communicate effectively both orally and in writing; speak clearly, concisely, and in a well-modulated voice.
- Ability to complete work assignments independently and productively with minimal supervision.
- Ability to establish effective working relationships with parents/families, professionals and colleagues.
- 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 organize and prioritize work assignments and complete them timely.
- Ability to utilize standard office machines such as a 10-key calculator, fax, telephone system, and typewriter.
- Ability to utilize a computer, printer, scanner, and assorted computer software.
- Ability to apply general math in work assignments.

General Recruiting Indicators:

- Requires a High School diploma or equivalent AND 6-months clerical experience.

Necessary Special Requirements:

- Must possess a valid WA State Driver's license and be insurable under the Yakama Nation Insurance Program.
- Must possess a current First Aide/CPR card or be able to obtain one within 6-months of hire.
- Must not have history of child abuse or neglect OR alcohol/drug abuse for one year prior to hire.
- Ability to pass a criminal background check.
- Required to pass a pre-employment drug and alcohol test.