

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-046 **Issue Date:** 04-09-13 **Closing Date:** 04-15-13

Office Assistant III
Sex Offender Registration Program (SORP)
Tribal Administration
Hourly Wage: DOQ/Full-Time/Regular

This is a highly responsible and complex office support work for the Yakama Nation Sex Offender Registration Program and Corrections Administration. The employees of this class are responsible for performing highly responsible varied or specialized administrative office support work which involves a variety of difficult work procedures or specialized substantive work. A position of this class may be required to direct and maintain an extensive specialized record-keeping operation in maintaining the register for Sex Offenders; relieve The SORP Enforcement Officer or administrative official of non-technical tasks when they are out of the office; or function as a confidential office assistant or program receptionist. The work may involve planning and organizing the office workflow to meet the needs of the unit.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial and general office principles, practices and techniques including the use of the JD Edwards System for the processing of purchase orders, Journal Entries and Travel Authorizations.
- Knowledge of business English and business arithmetic.
- Knowledge of correct and effective use of English grammar.
- Knowledge of computer use and various computer software programs: Spreadsheets, Microsoft Word, etc.
- Ability to understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the public.
- Ability to express ideas clearly and concisely in writing and orally.
- Ability to perform typing or stenographic work at an acceptable level of proficiency as required by the position.
- Ability to maintain confidentiality.

GENERAL RECRUITING INDICATORS:

- Minimum: One year of progressively responsible secretarial or general office work experience at a level 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:

- Required to pass a pre-employment drug and alcohol test.
- Valid Washington State Driver's License with the ability to obtain a Yakama Tribal Driver's Permit.