

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2013-056 Issue Date: 05-15-13 Closing Date: 05-29-13

Office Assistant II
Tribal Insurance
Department of Finance
Hourly Wage: \$9.85 /Full-Time/Regular

Performs basic clerical tasks. Operates basic office equipments such as a 10-key calculator, typewriter, fax machine, phone, etc. May require computer and data entry skills. Primary function is to assist the Insurance staff with the mail, copying, scanning, shredding, verifying receipt of documents, and assisting with issuance of vision voucher claim forms.

Knowledge, Skills and Abilities:

- Ability to maintain strict confidentiality when dealing with personal health related matter, program records, and files.
- Ability to exercise good judgment when handling insurance matters.
- Ability to be tactful when dealing with the public.
- Ability to understand and follow instructions.
- Ability to work independently and productively with minimal supervision.

General Recruiting Indicators:

- High School diploma or GED and high school clerical classes.
- Any education or experience that demonstrates applicant's ability to perform job responsibilities will be considered.
- Pass a criminal background check (if applicable).
- Required to pass a pre-employment drug and alcohol test.