

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-057 **Issue Date:** 05-15-13 **Closing Date:** 05-21-13

Administrative Assistant
Transportation
Department of Natural Resources
Hourly Wage: \$14.56/Full-Time/Regular
Location: White Swan, WA

Incumbent is responsible to provide program clerical and bookkeeping support. Maintains a comprehensive records management system. Greets and provides assistance to the public. Answers phone, directs calls and takes messages. Provides assistance to coordinate employee training and travel arrangements. Prepares correspondence, documents, and reports as instructed. Monitors appropriate program compliance with federal and tribal regulations, policies, and procedures.

Knowledge, Skills and Abilities:

- Knowledge of general administrative policies, procedures, and practices of the Yakama Nation and Federal government.
- Knowledge of and effective use of grammar, spelling and punctuation.
- Knowledge of basic bookkeeping principles, practices, and procedures.
- Knowledge of and ability to understand Cooperative Agreements.
- Knowledge of JD Edwards financial system and ability to utilize.
- Skill and proficiency in typing assorted documents.
- Ability to use a computer and assorted documents.
- Ability to use a computer and assorted software.
- Ability to operate standard office equipment.
- Ability to communicate effectively in writing and orally.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and productively with minimal supervision.
- Ability to plan and supervise the work of subordinates as appropriate.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to maintain confidentiality.

General Recruiting Indicators:

- Requires a high school diploma or equivalent AND 3 years work experience comparable to an Office Assistant V or Bookkeeper III.
- OR, requires successful completion of a certified secretarial/bookkeeper training program or relative college level courses AND two years work experience in a related position. Copy of transcripts required.
- Required to successfully pass a background check (if applicable).
- Must possess a valid WA State Driver's License with ability to obtain a tribal driver's permit.
- Required to pass a pre-employment drug and alcohol test.