

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-188 **Issue Date:** 12-17-13 **Closing Date:** 12-23-13

Administrative Assistant
Tribal Employment Rights Ordinance
Department of Administration
Hourly Wage: \$13.21/Full-Time/Regular

Incumbent is responsible for administrative and clerical support. Ensures office procedures are implemented and maintained in a professional and efficient manner. Assists to prepare and monitor budgets. Assembles and prepared documents for monthly and quarterly reports. Maintains strict confidentiality of program information. As directed, provides information to contractors, sub-contractors, and business offices. Maintains a computerized TERO management information system. Provides assistance and information to clients with applications and employment. Work assignments received are organized, prioritized, and completed timely.

Knowledge, Skills and Abilities:

- Knowledge of the Tribal Employment Rights Ordinance (TERO).
- Knowledge of the Equal Employment Opportunities Commission (EEOC).
- Knowledge of standard secretarial responsibilities.
- Knowledge of tribal governmental structure and office practices and techniques.
- Knowledge of basic bookkeeping principles, practices, and regulations.
- Knowledge of basic supervisory principles and practices.
- Knowledge of tribal budget process and financial reporting requirements.
- Knowledge of correct and effective use of English grammar.
- Knowledge of the Yakama Nation Personnel Policy Manual and procedures.
- Ability to organize and prioritize work assignments with minimal director and supervision.
- Ability to address complaints tactfully and courteously.
- Ability to establish and maintain effective working relationships with co-workers, managers, contractors, and sub-contractors.
- Ability to communicate in a pleasant and courteous manner.
- Ability to obtain a notary designation.
- Ability to operate standard office equipment associated with the position.
- Ability to work independently and productively.
- Ability to work under stress.
- Ability to maintain confidentiality.

General Recruiting Indicators:

- Requires three years progressively responsible work experience as an OA-V.
- OR, requires successful completion of a certified secretarial training program or college level courses AND two years work experience in a related position.
- OR, may consider substituting on a month-for-month basis successful completion of secretarial classes or training AND four years work experience comparable to an OA-III.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Ability to obtain a notary public certification within 45-days of selection.