

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-035 **Issue Date:** 03-07-14 **Closing Date:** 03-14-14

Administrative Assistant
Property & Acquisition
Department of Finance
Hourly Wage: \$14.56/Full-Time/Regular

Responsible for greeting the public and ascertain the nature of business and manage and disseminate incoming and outgoing documents for the Property & Acquisition program. Collect, organize and file incoming documents, such as: capital request forms, construction in process forms, and purchase order documentation in accordance to established filing requirements, including maintaining a daily electronic tracking log. Responsible for sorting incoming material an code in numerically, alphabetically or by subject matter; add new information to files in a timely manner and discard outdated materials or transfer them to inactive storage. Further responsibilities include verifying files to make sure that all items are correctly sequenced and placed, researching and/or locating misplaced files, implementing changes to the filing system, and making copies of records and distributing them. Distribute incoming and outgoing daily mail and maintain a daily incoming mail log. Process and generate accounts payable transactions. Maintain staff time and attendance files, and prepare accurate and up-to-date leave audit records. Maintain and organize files utilizing an effective filing system that meet the needs of the office.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of business administration and general office practices and procedures.
- Knowledge of the Generally Accepted Accounting (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of Accounting Principles, theories, concepts and terms.
- Knowledge of modern secretarial practices as required by the position.
- Ability to perform typing work at an acceptable level of proficiency, as required by the position.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Ability to speak in a clear, concise, well-modulated voice, as required by the position.
- Ability to understand and apply available guidelines to varied operational requirements and to follow clearly stated oral and written instructions.
- Have strong customer service skills and the ability to meet and deal with the public in a professional, pleasant and courteous manner, and at times in stressful situations.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to demonstrate professional telephone etiquette skills.
- Ability to operate equipment associated with the position in a proper manner.
- Ability to demonstrate proficiency in various personal computer applications, including Microsoft Word, PowerPoint, Excel, Access, and JD Edwards Accounting System.
- Ability to learn the company asset management software database.

General Recruiting Indicators:

- Minimum or a High School diploma or G.E.D. required and three-year's experience of administrative office work experience working in a professional office environment. OR
- Any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License with ability to obtain a Yakama Nation Tribal Driver's Permit.
- Business dress attire required.
- Must have excellent time and attendance record.