

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-091 **Issue Date:** 05-29-14 **Closing Date:** 06-04-14

Office Assistant IV
General Council
Hourly Wage: \$11.98/Full-Time/Regular

Position functions directly under the Administrative Executive Assistant, providing administrative support for the General Council office assisting with bookkeeping, time & attendance reports, filing and retrieving records. Assists in making arrangements for General Council meetings, attend meetings, attend General Council sessions taking minutes, recording sessions and typing minutes into final form. Responsible to set up and tear down sound equipment, power point projectors and lap tops at General Council meetings. Attend all General Council meetings and maintain the General Council employee attendance reports. File and secure all confidential information. Function as a confidential secretary for the General Council office.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Governmental Organization.
- Knowledge of the Treaty of 1855, Yakama Nation culture, tradition and customs.
- Knowledge of Yakama Nation policies and procedures applicable to the General Council office.
- Knowledge of general office practices and procedures and the Personnel Policy Manual.
- Knowledge and ability to learn the JD Edwards system.
- Knowledge and proficiency in computer use, specifically Microsoft Office Products including, Word, Excel, Power Point and Access.
- Ability to understand and execute complex and oral written instructions.
- Ability to apply available guidelines to widely varied work situations.
- Ability to maintain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all General Council staff to ensure a positive work environment.
- Ability to meet the public and address problems, issues and complaints tactfully, courteously and effectively.
- Ability to manage multiple tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to enter, transcribe, record, store or maintain information in written or electronic/magnetic form.

General Recruiting Indicators:

- Minimum of two years progressively responsible secretarial or general office work experience equivalent to an Office Assistant III, or a combination of education and work experience totaling three years relative to job requirements that demonstrates 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 the ability to obtain a Tribal Driver's permit.
- Must maintain strict confidentiality.