

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-170 **Issue Date:** 10-07-14 **Closing Date:** 10-20-14

Buyer /Office Assistant IV
Property & Acquisition
Department of Finance
Hourly Wage: \$11.98/Full-Time/Regular

Serve as the front desk reception pertaining to the mail room, shipping & receiving and acquisition. Perform clerical duties that include data entry and utilization of JD Edwards accounting system for the all phases of acquisition. Responsible to maintain and acquisition system for materials and supplies for internal purposes; administers program basic bookkeeping responsibilities and file maintenance; processes and/or confirms purchase orders; and approves purchase orders. Use computer software programs for preparing and processing acquisition documents and maintains related records and/or databases.

Knowledge, Skills and Abilities:

- Knowledge of basic acquisition principles, policies, and procedures, and general office practices and procedures.
- Knowledge of basic contracting principles and practices relative to acquisition services, supplies, equipment, and funding source.
- Knowledge of 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.
- Knowledge of and ability to demonstrate professional telephone etiquette skills.
- Knowledge of the Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge and proficiency in various personal computer applications including Microsoft Word, PowerPoint, Excel, Access, and JD Edwards Accounting System.
- Ability to obtain bids and/or proposals for supplies and equipment.
- Ability to conduct research via telephone, computer, or catalog to obtain vendor information for items requisitioned.
- Ability to perform typing work at an acceptable level of proficiency, 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.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to demonstrate excellent time and attendance.
- Ability to operate equipment associated with the position in a proper manner.
- Ability to demonstrate strong organizational skills.

General Recruiting Indicators:

- Minimum High School diploma or G.E.D. required and experience working in a professional office environment with at least two years as an OA III or equivalent. OR
- Substitute on a month-to-month basis, successful completion of a vocational secretarial or training program, or college course work in a relative field up to a minimum of 6 months. 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.