

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2014-180 **Issue Date:** 11-14-14 **Closing Date:** 12-02-14

**2<sup>nd</sup> Advertisement**  
**Computer Programmer**  
**Archives/Records Management**  
**Tribal Administration**  
**Hourly Wage: \$12.58/Full-Time/Regular**  
**Location: Wapato, WA**

This is a technical computer programming position for the Yakama Nation Archives/Records Management Program, preparing and maintaining Laserfiche document management system for Yakama Nation Records Management. Efficient set up and maintenance of server, micro-computer networks and peripheral equipment is required. Work involves coding, testing, debugging new and existing application programs; developing operator procedures for running the programs on the computer; documenting program set-up and modifications; transferring data between computers; training staff on the proper use of the Laserfiche system and computers; and assuring that proper security is configured.

**Knowledge, Skills and Abilities:**

- Knowledge of Yakama Nation Mission Statement and Yakama Nation Archives/Records Management Program Goals and Objectives.
- Knowledge of the principles, practices, and technological capabilities and uses in programming and operation of Main-frame computers, microcomputers, and related peripheral equipment and software.
- Knowledge of Laserfiche document management system.
- Skill and ability to demonstrate logic and analytic ability to troubleshoot program needs and find solutions to properly record and document updates and services.
- Skill to effectively train all employees in implementation and use of equipment, software, and maintenance.
- Ability to write machine instructions in one or more coding languages and ability to learn new computer languages.
- Ability to work under stress and efficiently handle multiple tasks and demonstrative effectiveness in problem solving.
- Ability to analyze work methods and procedures accurately and logically in order to maintain computer programs.
- Ability to prepare program related reports and communicate both orally and in writing.
- Ability to attend required training for Laserfiche systems administration.
- Ability to maintain strict confidentiality of all program data.
- Ability to establish and maintain effective working relationships with other employees, agencies, businesses and general public, and maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of records management database and maintain on-going services.
- Ability to maintain excellent time and attendance due to the need to properly maintain computer and all applications.
- Ability to work independently when completing assigned projects.
- Ability to work consistently with other programs and departmental personnel to achieve desired results.

**General Recruiting Indicators:**

- Minimum of two years progressively responsible experience in developing or maintaining computerized application programs in association with main-frame and microcomputer data processing equipment OR Substituting, on a month for month basis, successful completion of college level courses in main-frame computer programming, micro computer networks programming, or computer science courses for the minimum experience, to a maximum of a year.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Washington State Driver License, with the ability to obtain a Yakama Tribal Drivers Permit, in order to travel on tribal business and to and from the agency headquarters.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.
- Ability to lift up to 50 pounds and stand for long periods of time.