

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-208 **Issue Date:** 12-03-14 **Closing Date:** 12-09-14

Office Assistant V
YN Fisheries FRM
Department of Natural Resources
Hourly Wage: \$13.21/Regular/Full-Time

The employee occupying this position is responsible for planning and accomplishing a designated workload for the Yakama Nation Fisheries Department. This is a highly responsible office support management for the fisheries department. Varied bookkeeping duties such as maintaining current cuff accounts, preparing financial documents, which include purchase orders, journal entries, travel authorizations and quarterly reports using the JD Edwards system. Under general supervision; performs a variety of responsible, administrative office management work involving complex procedural of specialized tasks. Will be responsible for and oversee the processing of a variety of sensitive program documents and records. Will be responsible for monitoring and providing technical assistance for program computer operations and data entry. Employee may supervise office assistant I-IV by planning workload distribution among positions, assigning work, adjusting assignments as needed, monitoring work accomplishment, taking corrective action to maintain acceptable quality standards, training employees, and evaluating employee performance. Employee personally performs the more difficult work and receives and handles operational problems or questions referred by subordinates, other staff, or the public. Purchasing functions or performing and maintaining a variety of financial transactions and records associated with the receipt and disbursement of funds. Operations are governed by established policies, rules and procedures, which must be understood and interpreted. Advice or assistance is available from higher levels of supervision and from personnel with specialized knowledge, but incumbent has considerable latitude for independent judgment and decision making within his/her area.

Knowledge, Skills and Abilities:

- Thorough knowledge of general office practices and procedures.
- Thorough knowledge of policies, procedures, and practices applicable to fisheries office.
- Thorough knowledge of personal computer, printer and word processing.
- Thorough working knowledge of language and practices applicable to fisheries biology.
- Thorough knowledge of policies, procedures and practices applicable to Tribal and Funding Agency requirements.
- Ability to understand and execute complex oral and written instructions and to apply available guidelines too widely varied situations.
- Ability to establish and maintain effective working relationships with subordinates, public and private officials, and the general public.

Recruiting Indicators:

- Minimum of three years of demonstrated expertise in the specific area or specialty. Must have working knowledge of Microsoft Word and Excel. Must have a Washington State Driver License.
OR
- Substituting on a month-for-month basis, successful completion of college level course work or training in the area of specialty and four years of experience in general office work.
- Ability to pass a pre-employment drug and alcohol test.