

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2014-221      **Issue Date:** 12-30-14      **Closing Date:** 01-14-15

**Shipping/Receiving Clerk**  
**Department of Revenue**  
**Tribal Administration**

**Hourly Wage: \$14.56/Regular/Part-Time**

Provides overall assistance to Treaty Distribution program in operations of Treaty Distribution program operation, assisting in assembly of orders and preparing goods for shipment. Fill customer merchandise orders and enter orders into database for invoicing; maintain adequate inventory on hand; assist with conducting physical inventory as needed; receive product from suppliers; verify product cost/price immediately and as needed; return orders and document inventory returns; assists in stamping of all orders. The range of duties includes overall administrative support to tribal government operations, policies, procedures and laws that pertain to the Department of Revenue for management of all licensing and permits.

**Knowledge, Skills and Abilities:**

- Knowledge of basic math skills such as adding, subtracting multiplying, and dividing.
- Knowledge of Yakama Nation Personnel Policy Manuel, Finance Manual, Law and Order Code, Cigarette and Fuel policies and procedures and applicable State and Federal rules and regulations.
- Knowledge and proficiency in computer use, specifically Microsoft Word, Excel, PowerPoint, Access and ability to assist in routine maintenance of Department of Revenue database.
- 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 in handling, storing and shipping materials or supplies; operating material handling equipment; accessing information on a computer; reviewing documents for accuracy and completeness.
- Ability to be trained on the operation of power and/or hand tools; greet individuals, answer phones, and provide information to customers; bend, stoop, lift and move objects weighing up to 50 pounds; stand and walk continuously throughout an 8 hour shift; work in dusty and dirty conditions; handle and store hazardous materials; clean and maintain a safe working environment.
- Ability to work under stress and remain flexible to changes in assignments or situation, priorities and handle frequent interruptions to ensure successful development of Department of Revenue licensing, permits, taxation and regulatory controls of the Yakama Nation.
- Ability to use technology with ease, such as laptop computers, smartphones and their function.
- Ability to prepare program related reports and communicate both orally and in writing.
- Ability to maintain and protect strict confidentiality of Yakama Nation data in any and all pertinent respects, including but not limited to Yakama Nation laws, policies and procedures.
- Ability to establish and maintain effective working relationships with other government officials, law enforcement, employees, agencies, businesses, 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 services relating to licensing, inspections, compliance and to maintain on-going services.
- Ability to effectively communicate orally and in writing, with all levels of personnel including employees supervisors and elected officials.
- Ability to demonstrate excellent time and attendance due to the need to properly maintain database and application processing.
- Ability to maintain budgetary limitations and ensure equipment and supplies are maintained for proper implementation by Department of Revenue.
- Ability to meet public and address problems, issues and complaints tactfully, courteously and effectively.

**General Recruiting Indicators:**

- Requires a high school diploma or equivalent with 2 years of office and/or shipping and receiving experience. Must have knowledge commonly-used concepts, practices and procedures within the field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Washington State Driver License, with the ability to obtain a Yakama Tribal Driver Permit, in order to travel on tribal business. Position is required to have a Driver License and Tribal Driver Permit for delivery duties.
- Ability to pass a criminal background check.
- 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.