

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-023 **Issue Date:** 02-11-15 **Closing Date:** 02-25-15

Administrative Assistant
Tribal Employment Rights Ordinance (TERO)
Department of Administration
Hourly Wage: \$14.56/Regular/Full-Time

Incumbent is responsible for administrative and clerical support. Ensures office procedures are implemented and maintained in a professional and efficient manner. Assists to prepare and monitor budgets; assembles and prepared documents for monthly and quarterly reports; maintains strict confidentiality of program information. As directed, provides information to contractors, sub-contractors, and business offices. Must maintain a computerized TERO management information system. Provides assistance and information to clients with applications and employment. Work assignments received are organized, prioritized, and completed timely.

Knowledge, Skills and Abilities:

- Knowledge of the Tribal Employment Rights Ordinance (TERO).
- Knowledge of the Equal Employment Opportunities Commission (EEOC).
- Knowledge of Yakama Nation Personnel Policy Manual and Procedures.
- Knowledge of tribal government structure, office practices and techniques.
- Knowledge of standard secretarial responsibilities.
- Knowledge of the JD Edwards system.
- Knowledge of tribal budget process and financial reporting requirements.
- Knowledge of bookkeeping principles, practices and regulations.
- Ability to organize and prioritize work assignments with minimal direction and supervision and work independently and productively at all times.
- Ability to establish and maintain effective working relationships with co-workers, managers, contractors, and sub-contractors in a pleasant and courteous manner.
- Ability to obtain a notary designation.
- Ability to operate standard office equipment associated with the position.
- Ability to maintain confidentiality.

General Recruiting Indicators:

- Requires three years progressively responsible work experience as an OA–V or successful completion of a certified secretarial training program or college level courses AND two years work experience in a similar position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must successfully pass a pre-employment background check.
- Must possess a valid Washington State Driver License with ability to obtain a Tribal Drivers permit.
- Ability to obtain a notary public certification within 45 days of selection.