

YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT



Announcement # 2015-025 Issue Date: 02-12-15 Closing Date: 02-26-15

**Reporter/Photographer**  
**Multi-Media**  
**Department of Administration**  
**Hourly Wage: \$10.87/Regular/Full-Time**

The Yakama Nation Review was established to provide the General membership with news articles from General Council and Tribal Council. As the reporter/photographer, employee performs a variety of duties which includes office duties and as assigned, taking pictures, developing, making prints, do lay-outs. Does typing and proofreading duties; types from rough drafts to final form. Review mail, checks articles received from other agencies, organizations adds to layout. Checks the legality of letters received from the general public before publishing. An average of two reporting/photography assignments are made by the immediate supervisor per edition.

**Knowledge, Skills and Abilities:**

- Some knowledge of modern journalism techniques.
- Some knowledge of fundamental methods, techniques, and procedures involved in the use of photography equipment.
- Ability to become familiar with Native American culture, traditions, and religious beliefs.
- Ability to deal courteously and tactfully with the public.
- Ability to express ideas effectively orally and in written form.
- Ability to establish and maintain effective working relations with peer group, public and tribal officials, and the public.
- Skill in the use and care of photography and office equipment.

**General Recruiting Indicators:**

- Minimum requirements: One year of experience in reporting/photography work and two years progressively responsible secretarial experience to meet the needs of the position.
- Valid Washington State Driver License.
- Pass a pre-employment drug and alcohol test.
- Pass a criminal background check (if applicable).