

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-035    **Issue Date:** 02-17-15    **Closing Date:** 02-23-15

**Office Assistant II**  
**Fire Management**  
**Department of Natural Resources**  
**Hourly Wage: \$9.86/Regular/Full-Time**

Responsible to perform a variety of secretarial work in keeping official records, providing administrative support to the Fire Management staff and assisting in the administration of the Standard operating policies and procedures of Fire Management. Incumbent performs primary routine duties such as: answering phones, receiving the public, providing customer assistance, data processing, bookkeeping and filing.

**Knowledge, Skills and Abilities:**

- Knowledge of fire plotting, transposing latitude and longitude to township, range and section from a Global Positioning System reading.
- Knowledge of the principles of office administration.
- Knowledge of computers/language and terminology.
- Knowledge of fire weather terminology, data and ability to decipher both.
- Knowledge of the Yakama Reservation geographical locations.
- Skill in completing all incident Command System form.
- Skill in the operation of all equipment associated with the position: copier, two-way radio, tape recorder, facsimile machine, weather instruments, Typewriter, computers, vehicles, etc.
- Knowledge of general office practices and procedures.
- Knowledge of both Business English and Math.
- Knowledge of standard filing practices and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in written form.
- Ability to comprehend oral or written instructions and implement accordingly.
- Ability to communicate effectively to transmit information using two-way radio and telephone; must have knowledge of two way radios.
- Ability to complete all incident reports in a timely manner.

**General Recruiting Indicators:**

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully complete a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Tribal Drivers Permit.
- Must be able to cover the two way radio during ongoing fires within the reservation.
- Must be highly dependable and willing to work long hour in high pressure situations.
- During fire season may be “On-Call” or “Standby” status 24 hours a day 7 days a week.