

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2015-045 Issue Date: 03-06-15 Closing Date: 03-19-15

**Office Assistant III**  
**Human Services Administration**  
**Department of Human Services**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Is Responsible for providing highly complex office support work for the implementation of the Yakama Nation Master Indian Health P.L. 93-638 contract, the Emergency Medical Assistance Program and the Cemetery Crew Program. This includes being able to understand the contract and its component parts, paying particular attention to the accuracy of the accounting data and budget amounts. The person occupying this position will provide assistance by encoding figures on the computer, proofreading of fiscal documents, preparing and typing for document process. This position requires this person to be confidential, a self-starter and the ability to work as independently as possible.

**Knowledge, Skills and Abilities:**

- Knowledge of contemporary office and secretarial theories and principles, practices and techniques.
- Knowledge of basic and general accounting and audit principles.
- Knowledge of how to operate office equipment.
- Reading and writing comprehensive skills.
- Writing, oral and listening communication skills.
- Ability to work independently and exercise discretion.
- Ability to understand and implement complex oral and written instructions.
- Ability to develop positive working relationships with others.
- Ability to identify and prioritize tasks.

**General Recruiting Indicators:**

- One year experience of demonstrated ability to perform at the office assistant II level. OR,
- Successful completion of a Secretary Course and/or similar course of study at a vocational school and/or institution of higher education.

**Necessary Special Requirements:**

- Must have a valid Washington State Driver License.
- Ability to pass a pre-employment drug and alcohol test.