

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-098 **Issue Date:** 05-14-15 **Closing Date:** 05-20-15

Office Assistant III
Camp Chaparral/YNCCAP
Department of Human Services
Hourly Wage: \$10.87/Temporary/Part-Time
Location: Camp Chaparral

The incumbent provides office support to the Camp Chaparral program and staff. The incumbent is responsible for the preparation of and maintenance of fiscal and programmatic data needed to ensure compliance with respective Yakama Tribal policies and procedures for: Finance, Personnel, Payroll and Purchasing, and for the record keeping for USDA and the Summer Food Program. The incumbent communicates on a regular basis with the bookkeeper and the Administrative Assistant at the base office located in the Annex Building.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial practices and understanding for the need for bookkeeping and audits.
- Knowledge of Yakama Tribal Policies and Procedures.
- Knowledge of the Yakama Nation and people, traditions, culture, reservations and ceded areas.
- Skills in reading, writing, speaking and mathematical calculations.
- Skills in operating general office equipment.
- Skills in planning and organization.
- Skills in communication and working positively with children, other adults and staff.
- Ability to work longer than an eight (8) hour day if necessary.
- Ability to improvise and find creative solutions in a camp environment.
- Ability to read and understand complex written and oral instructions.
- Ability to be versatile in providing support and assistance to all Camp staff.

General Recruiting Indicators:

- Documented and successful completion of 2 years work experience as an Office Assistant III and or certificate in a secretarial or related course of study.
- Enrolled Yakama Preference.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal back ground check; must not have a history of child abuse or neglect.
- Must have current First Aid/CPR care or able to obtain one prior to Camp starting.
- Must have current food handler's card or able to obtain one prior to Camp starting.
- Must possess a valid Washington State Driver's License with the ability to obtain a valid Yakama Tribal Driver's Permit.
- Must be mature, stable, and prudent in behavior, judgment, and decisions.
- Must be drug, alcohol, and tobacco free.
- Must be physically capable of doing manual labor.
- Work will require periods of sitting, walking, standing, bending, kneeling, and squatting, twisting, turning, reaching, pulling, pushing, lifting, and carrying.
- Work requires extensive travel to and from camp as well as any field trips. Employee will be required to stay at camp during the week.