

YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT



Announcement # 2015-202 Issue Date: 11-02-15 Closing Date: 11-16-15

**Office Assistant III**  
**Tribal Insurance**  
**Department of Finance**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Assists the Tribal Insurance office with a variety of job duties. Will be responsible for the disbursement of insurance explanation of benefits to all insured as well as medical providers. Takes copies for all insurance staff, types various program documents and does program filing.

**Knowledge, Skills and Abilities:**

- Knowledge of various Group Health Plan benefits and how each is administered.
- Ability to maintain strict confidentiality when dealing with personal health related matters, program records and files.
- Ability to exercise good judgement when handling insurance matters.
- Ability to be tactful when dealing with the public.
- Ability to understand and follow instructions.
- Ability to work independently and productively with minimal supervision.

**General Recruiting Indicators:**

- Minimum of at least 12 month of work related experience as an Office Assistant I, or must be able to provide documented experience showing the knowledge and ability to successfully complete job duties assigned.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.