

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-206 Issue Date: 11-06-15 Closing Date: 11-13-15

Office Assistant V
Comprehensive Community Alcoholism Program (CCAP)
Department of Human Services
Hourly Wage: \$13.21/Regular/Full-Time

Employee is responsible to provide administrative office support in work such as typing, filing, customer service, date entry, answering telephones, scheduling appointments, taking messages for staff and maintaining an extensive specialized record keeping operation. Duties entail considerable public contact which requires providing information about programs, activities, goals and objective and adhering to HIPAA laws. The work may involve planning and organizing the office work flow or with assistance of other office personnel.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial and general office principles, practices and techniques.
- Knowledge of modern secretarial practices.
- Knowledge of basic business English, grammar and math.
- Knowledge of standard filing principles and practices.
- Knowledge of Alcohol/Drug related behaviors, willing to attend substance abuse training.
- Ability to perform typing at an acceptable level of proficiency.
- Ability to communicate well both orally and in writing.
- Ability to understand and apply program guidelines to routine and varied work assignments.
- Ability to follow oral and written instructions.
- Ability to meet and greet and maintain effective working relationships including, at times, in a stressful environment with the public, other employees, public and private officials in a pleasant and courteous manner.
- Ability to utilize a computer and basic word applications.
- Ability to operate standard office equipment such as a telephone, fax and copier.
- Ability to maintain confidentiality of all records and client contacts of the program.
- Ability to maintain professional rapport with co-workers.

General Recruiting Indicators:

- Minimum of two years of progressively responsible secretarial and general office work experience
OR,
- Substitute on a month-to-month basis, successful completion of course work or training in secretarial or related field for minimum experience. OR,
- Any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Required to pass a Washington State Patrol Criminal Background Check.
- Must possess a valid Washington State Driver License.