

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2015-224 Issue Date: 12-01-15 Closing Date: 12-21-15

**Fisheries Secretary**  
**YN Fisheries FRMP**  
**Department of Natural Resources**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Responsible for clerical, receptionist, and secretarial related tasks within the Fisheries Management Program. Work is moderately complex demanding accuracy with figures, accurate typing and knowledge of technical and scientific terminology. Work is performed with some independence when qualifying for routine and usual tasks.

**Knowledge, Skills and Abilities:**

- Knowledge of general office practices and procedures.
- Knowledge of modern secretarial practices as required by the position.
- Knowledge of business English and business arithmetic.
- Knowledge of Tribal Resolutions and ordinances; must be aware of general reservation geography and information relative to program areas.
- Ability to perform typing and secretarial work at an acceptable level of proficiency.
- Ability to learn biological and fisheries language and terms.
- Ability to establish and maintain effective working relationships as required.
- Ability to meet and deal with tribal membership and general public in a pleasant and courteous manner.
- Ability to operate equipment associated with the position in a proper manner.

**General Recruiting Indicators:**

- Experience and/or education demonstrating 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.
- Possession of or ability to obtain a valid Washington State Driver License.