

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-229 Issue Date: 12-08-15 Closing Date: 12-21-15

Office Assistant III
Probation Services
Department of Justice Services
Hourly Wage: \$10.87/Regular/Full-Time

Provide a variety of technical administrative office support work for the Yakama Nation Probation Staff in preparation for court ordered clients receiving services. Responsible for calendar appointments and client file maintenance. Ability to distinguish and provide accurate information as needed per Supervisor approval. Prepare Probation Staff timesheets and maintain personnel file for activity as received. Assist and provide superior customer service to probation colleagues, Court Ordered Clients and the General Public.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques, including record keeping.
- Ability to understand and execute complex and oral and written instructions.
- Ability to communicate effectively both orally and in written form.
- Ability to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to demonstrate computer literacy in using standard office and business software.
- Ability to identify challenging situations and respond safely utilizing professional tactics.

General Recruiting Indicators:

- Experience and education demonstrating the ability to perform the work, and/or any job training that meets the minimum requirements equivalent to Office Assistant II OR,
- Successful Completion of course work or training in office principles and practices for a minimum experience of six months.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Position demands the Office Assistant III be reliable, trustworthy, and punctual.
- Must possess a valid Washington State Driver License.
- Must adhere to and maintain strict confidentiality practices.