

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-232 Issue Date: 12-17-15 Closing Date: 12-23-15

Office Assistant V
YN Tribal Forestry
Department of Natural Resources
Hourly Wage: \$13.21/Temporary/Full-Time

Position functions under the Yakama Nation, Division of Natural Resources, and Tribal Forestry Program. Primary responsibility includes standard secretarial and clerical duties such as filing, processing time sheets and personnel documents, handling correspondence, word processing, and routing various documents. Position also includes varied bookkeeping duties such as maintaining current cuff accounts, preparing financial documents which include purchase orders, journal entries, travel authorizations and quarterly reports.

Knowledge, Skills and Abilities:

- Knowledge of, and ability to apply general office principles and practices including standard secretarial and clerical duties.
- Knowledge of Microsoft Office Suite Programs, specifically Excel, Access and Word.
- Knowledge of Yakama Nation time keeping procedures and ability to document fire time with accuracy.
- Knowledge of or ability to learn Natural Resources terminology, specifically forestry terms.
- Ability to process documents within a timely manner including monitoring external and internal deadline dates with confidence.
- Ability to perform standard bookkeeping methods and techniques including the preparation of purchase orders, travel authorizations, and cuff accounting.
- Ability to use standard software for word processing and accounting.
- Ability to establish and maintain effective working relationships expressing friendly customer service skills with supervisors, co-workers, supports services staff, and the general public.
- Ability to access and utilize email system.
- Ability to operate JD Edwards accounting software for payment processing and financial reporting used in conjunction with cuff accounts.

General Recruiting Indicators:

- Minimum of two years of progressively responsible secretarial and general office work experience, AND a minimum of one year bookkeeping experience.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid Washington State Driver License with the ability to obtain a Tribal Drivers Permit.