

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-001    **Issue Date:** 01-04-16    **Closing Date:** 01-08-16

**Code Revision Typist-Transcriber**  
**Justice Services Administration**  
**Hourly Wage: \$15.29/Temporary/Full-Time**

This is at least a six month project to completely retype the entire Yakama Nation Law and Order Codes (RYC) with great accuracy. The employee is responsible to type the entire (RYC) as well as typing new updates and revisions as they are under various draft stages which requires the ability to transcribe and take meticulous notes/minutes while code revision teams are meeting. Employee is responsible for the completion of complex and varied work assignments with accuracy and speed on a personal computer.

**Knowledge, Skills and Abilities:**

- Ability to commit to the entire project, until the final product is completed.
- Knowledge of general office principles and practices.
- Skill in using current office software programs including word processing, spreadsheet, database and email software programs.
- Ability to key materials at full performance level, i.e. keying final drafts from rough copy to final copy, applying accepted rules of formatting, spacing and language usage, planning and organizing presentations, checking completed work and correcting all errors.
- Ability to process more difficult materials than are normally expected at full performance level, i.e. continual production keying where speed and immediate accuracy demands are greater than those required for most office word processing work.
- Knowledge of word processing principles, legal formats and terminology.
- Ability to key documents at the rate of 60 wpm with 98% accuracy.
- Ability to use proper English grammar and spelling.
- Skill to use office technology, including, but not limited to, word processing programs, e-mail, copiers and fax machines.
- Skill to respond in a positive, mature and helpful manner to various individuals and to elicit information and interpret requests.
- Skill to maintain an overview of each task within the assigned job duty from beginning to end and to obtain all information needed for completion, so that all deadlines are met.
- Ability to make decisions within the scope of job responsibilities and established guidelines.
- Ability to perform assigned job duties with frequent interruptions.
- Ability to prioritize workload, work under pressure to meet deadlines and pay attention to detail.
- Skill to establish and maintain effective working relationships with co-workers, legal personnel and others to contribute positively and constructively to the achievement of team and company objectives.
- Ability to maintain office confidentiality.
- Skill in oral and written communication.
- Skill in handling multiple competing priorities.
- Skill in working with a variety of individuals from diverse backgrounds.
- Skill in analytical thinking, problem solving and conflict-resolution.
- Maintain a record management system.
- Enter information correctly using an appropriate computer system, in accordance with legislative requirements and company policy. Retrieve and present information in a suitable format and supply to relevant personnel.

**General Recruiting Indicators:**

- Certified Electronic Transcriber (CET), or Certified Electronic Reporter and Transcriber (CERT), or Legal Transcriptionist/Transcriber and/or Experience and education demonstrating the ability to perform the work, or any job training may be substituted for minimum qualifications.

**Special Requirements:**

- Two (2) samples of recent work will need to be provided at interview.
- Required to pass a pre-employment drug and alcohol test.