

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-079 **Issue Date:** 05-04-16 **Closing Date:** 05-17-16

Administrative Assistant
CHR/Youth Activities
Department of Human Services
Hourly Wage: \$14.56/Regular/Full-Time

Facilitates the operation of the program in conjunction with the supervisor. May schedule reservations for the Toppenish, Community Center. Assists with clerical work and minor administrative and business detail. May prepare reports, correspondence and notes using a computer. Completes and processes Youth Activities timesheets, prepares and processes purchase orders and staff travel documents; type, file and answer phones; pick up office mail daily, sort and distribute accordingly; on an occasional basis will assist with transportation for the CHR program if necessary.

Knowledge, Skills and Abilities:

- Knowledge of Healthy Information Portability & Accountability Act (HIPPA).
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of Yakama Nation administrative policies relative to personnel, finance, purchasing and grants & contracts, etc.
- Knowledge of tribal operations and chain of command.
- Knowledge of the Yakama Nation tribal budget process.
- Knowledge of and skill in use of a computer and assorted software.
- Knowledge of Youth Activities program policies, guidelines and procedures.
- Knowledge of Yakama culture and traditions.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships.
- Ability to multitask and prioritize work assignments to complete tasks in a timely manner.
- Ability to work independently and productively.
- Ability to communicate effectively both orally and in written form.
- Ability to understand and execute oral and written instructions.

General Recruiting Indicators:

- Minimum or at least two years work experience as an Office Assistant V or three years' experience as an office Assistant IV OR may substitute a certified 6-12 month college level business administration program for one year work experience as an OA IV or OA V.

Special Requirements:

- Required to pass a pre-employment alcohol and drug test.
- Required to pass a pre-employment background check.
- Must possess or be able to obtain a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.