

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-081 **Issue Date:** 05-06-16 **Closing Date:** 05-19-16

Administrative Legal Secretary
Office of the Prosecutor
Department of Justice Services
Hourly Wage: \$13.21/Regular/Full-Time

Performs confidential and specialized administrative support services and legal file management services. Maintains specialized case files, record keeping, and ensuring security of all confidential information. Assists the Lead Prosecutor in implementing administrative activities. Employee is expected to work independently maintaining ethical standards. Assignments are reviewed periodically by the supervisor for completeness, accuracy, and compliance with applicable guidelines, policies, and laws.

Knowledge, Skills and Abilities:

- Ability to maintain strict confidentiality of client and program information.
- Knowledge and experience implementing modern secretarial and general office principles, practices, and techniques.
- Ability to prepare monthly statistics.
- General knowledge of the legal system and court procedures including the Yakama Tribal Court criminal system and juvenile justice system.
- Knowledge of basic bookkeeping principles and practices.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and exercise own initiative and judgment.
- Ability to organize, prioritize, and coordinate work assignments.
- Ability to work under stress and maintain deadlines.
- Ability to understand and execute oral and written instructions.
- Ability to communicate well both orally and in written form.
- Ability and willingness to learn legal terminology and document formats, Yakama Nation Court procedures and policies, Yakama Nation laws & regulations as applicable to the position, and abide by applicable ethical rules for law offices.
- Knowledge and ability to utilize a computer and various contemporary software programs.
- Ability and willingness to maintain Tribal and Office policy for social media participation.
- Perform other duties as assigned.

General Recruiting Indicators:

- High school diploma AND satisfactory completion of secretarial course at an accredited institution AND two years of progressively responsible clerical work OR three years of practical work experience in either a law office or a Tribal Prosecutor's office.

Special Requirements:

- Must not have a felony record or criminal misdemeanor offenses in Tribal or State courts (1) year prior to employment with the Yakama Nation.
- Must not have any criminal misdemeanor convictions within the State and Tribal Courts within past five years.
- Must have no criminal driving infractions for past five years.
- Must have no past, current, or pending dependency action in the State of Tribal Courts.
- Ability to pass a pre-employment drug and alcohol test.
- Yakama Enrolled Preference.