

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-146    **Issue Date:** 07-13-16    **Closing Date:** 07-19-16

**Office Assistant III**  
**Domestic Violence Compliance Program**  
**Department of Justice Services**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Provides a variety of technical administrative office support for the Yakama Nation Domestic Violence Compliance Program. Employee assists DV Counselors in calendaring appointments between DV Offender clients and Yakama Nation Behavioral Health Services. The Office Assistant will assist in creating, updating, and maintaining client files. Coordinates and prioritizes assigned workload daily to ensure smooth workflow to maintain office efficiency. The employee will assist in gathering and maintaining statistical data and reports as assigned. Greets visitors and clients, screens all incoming calls for office staff, providing superior customer service to DV Counselor colleagues, Court Ordered Clients and the General Public. Employee performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of general office principles, practices and techniques, including record keeping.
- Ability to understand and execute complex and oral written instruction.
- Position requires self-initiative, teamwork, accuracy, and confidentiality.
- Ability to distinguish and provide accurate information as needed upon Supervisor request in a timely manner.
- Ability to communicate effectively both orally and in written form.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to demonstrate computer literacy in using standard office equipment and case management software.
- Ability to identify challenging situations and respond safely utilizing professional tactics.
- Monitors, organizes, and maintains inventory of office supplies, equipment & furniture.

**General Recruiting Indicators:**

- At least one year experience as an Office Assistant II and/or education demonstrating the ability to perform the work, or any job training that meets the minimum requirements equivalent to an Office Assistant III.

**Special Requirements:**

- Position demands the Office Assistant III be reliable, trustworthy, punctual, and must maintain strict confidentiality.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License
- Must adhere to and maintain strict confidentiality and complete a HIPPA training.
- Yakama enrolled preference.