

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-202 **Issue Date:** 11-17-16 **Closing Date:** 11-29-16

Office Assistant V
Environmental Restoration/Waste Management (ER/WM)
Department of Natural Resources
Hourly Wage: \$13.21/Regular/Full-Time
Location: Union Gap, WA

Responsible for performing highly responsible specialized technical office support that needs to be completed in a timely manner and on a daily basis for the ER/WM Program. This position demands a high degree of organizational and administrative support expertise for a complex, technical based program. Communication skills to interact with Tribal members, Bureau of Indian Affairs, Indian Health Services, Department of Energy, Tribal Council members, General Council Officers, and other Tribal/Federal programs. Work will be performed independently, courteously and in a timely manner.

Knowledge, Skills and Abilities:

- Knowledge of secretarial, administrative office principles and techniques.
- Knowledge of document filing system procedures.
- Ability and skill necessary to deal with the public either in person or by telephone, in a courteous and helpful manner.
- Ability to work independently and learn about the ER/WM program goals and objectives.
- Must have excellent interpersonal skills, and the ability to work with a wide range of staff and contractors on a major nuclear waste cleanup and restoration project.
- Must have the ability to understand Treaty rights, history, and culture of the Yakama Nation, and be willing to serve the Yakama Nation government.
- Ability to utilize computer and assorted computer software.
- Will perform other duties as assigned.

General Recruiting Indicators:

- Must possess a high school diploma or equivalent. Minimum of two years of progressive responsible secretarial duties, or Successful completion of course work or training in office principles, or any experience or education demonstrating the ability to perform work accordingly.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Valid Washington State Driver License and the ability to obtain a Tribal Drivers Permit.
- Ability to obtain Hanford Reserve Badge.
- Yakama enrolled preference.