

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-061 **Issue Date:** 10-07-20 **Closing Date:** 10-20-20

Office Assistant IV
Human Services Administration
Hourly Wage: \$11.98-\$13.75/Regular/Full-Time

This position is responsible for providing highly complex office support work for the implementation of the Yakama Nation Master Indian Health P.L. 93-638 Contract, and the Emergency Medical Assistance Program. This includes being able to understand the contract and its component parts, paying particular attention to the accuracy of the accounting data and budget amounts. This position must maintain highly confidential information, work independently is possible under stressful situations at times.

Examples of Work Performed:

- Plan, organize establish and maintain a record system.
- Plan, organize and implement the office workflow.
- Review and understand the contracts, grants and other budgeted accounts, their parts of requirements that need to be met to comply with applicable laws, regulations, policies and procedures.
- Ensure that all work is of the highest quality, within a timely manner and accurate.
- Greet clients, staff, other employees, the elected officials and the general public in a professional manner.
- Do intake interviews for clients needing assistance; and to be able to refer clients to other programs.
- Make travel arrangements (lodging, transportation, fees).
- Operate a typewriter, calculator, computer, fax machine, and a copy machine.
- JD Edwards knowledge and bookkeeping skills.
- Being able to manage and maintain timekeeping in a timely manner.
- Attends monthly and department meetings regularly.
- Set-up Meetings – Monthly Meeting sites, sign in sheets, etc.
- Take meeting minutes, transcribe for Deputy Director, Department Managers, and Tribal Council Committees.
- Maintain an Office Calendar for the Deputy Director.

Knowledge, Skills and Abilities:

- Knowledge of Office Management skills.
- Knowledge of basic and general accounting and audit principles.
- Knowledge of Office Management skills.
- Knowledge of how to operate office equipment.
- Reading and writing skills.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and exercise discretion.
- Ability to understand and implement complex, oral, and written instructions.
- Ability to develop positive working relationships with co-workers.
- Ability to identify and prioritize work tasks.

Minimum Requirements:

- Minimum of at least two years of experience as an Office Assistant III or Successful completion of a secretary course and/or similar course of study at a vocational school and/or institution of higher education.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.