

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-134      **Issue Date:** 05-15-18      **Closing Date:** 05-21-18

**Administrative Assistant**  
**Revenue Allocation Plan (RAP)**  
**Department of Finance**  
**Hourly Wage: \$14.56-\$15.29/Regular/Full-Time**

The Administrative Assistant is responsible to answer, direct or forward general phone inquiries using a professional and courteous manner. Reply to general information requests with accurate information. Greets clients/suppliers/visitors to the organization in a professional and friendly manner. Ensures the efficient day-to-day operation of the office, supports the work of management and other staff. The Administrative Assistant may be required to work some overtime hours if necessary.

**Knowledge, Skills and Abilities:**

- Knowledge of general administrative policies, procedures and practices of the Yakama Nation and federal government.
- Knowledge of principles and practices of English grammar, punctuation and spelling.
- Knowledge of and ability to apply the fundamentals of basic math.
- Knowledge of filing principles and procedure; file information alphabetically, numerically and chronologically.
- Ability to organize and prioritize work.
- Ability to demonstrate dependable work attendance.
- Ability to establish and maintain satisfactory work relationships with members of the Tribal Council, Tribal and federal employees, managers, and coworkers.
- Ability to operate standard office equipment such as a calculator, keyboard, copier, scan and fax.
- Ability to type and keyboard proficiently and accurately.
- Ability to operate standard financial software system such as the JD Edwards system.

**General Recruiting Indicators:**

- Minimum of a High School Diploma or equivalent. Must have at least 1-3 years' experience comparable to an Office Assistant V or a Bookkeeper III. Post-secondary education in business, computers, or office management is an asset.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.