

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-282 **Issue Date:** 10-03-18 **Closing Date:** 10-17-18

Office Assistant III
Youth Court Services
Department of Justice Services
Hourly Wage: \$10.87/Regular/Full-Time

Provides a variety of technical administrative office support for the Yakama Nation Youth Court Services Program. Employee assists YCC and Truancy staff in calendaring appointments between clients and staff. Employee creates, updates, and maintains client files. Coordinates and prioritizes assigned workload daily to ensure smooth workflow to maintain office efficiency. Employee is responsible for creating, updating, and maintaining personnel files for the Probation Office. This includes preparing timesheets, and routine leave audits. 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 program 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 oral and written instructions.
- Ability to separate and provide accurate information as needed upon Supervisors request in a timely manner.
- Ability to communicate both orally and in writing.
- 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.
- Position requires self-initiative, teamwork, accuracy and confidentiality.
- Monitors, organizes, and maintains inventory of office supplies, equipment & furniture.

Minimum Requirements:

- Requires High school diploma or GED.
- Formal training in office procedures and two years experience as an Office Assistant II.
- Must possess a valid Washington State Driver License.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Associates Degree.