

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-036 **Issue Date:** 02-08-19 **Closing Date:** 02-14-19

Intake Assistant
Child Care & Development Fund
Department of Human Services
Hourly Wage: \$11.98/Regular/Full-Time

Perform clerical, and financial duties according to program and grant definitions. Special attention to: accuracy, detail, current information and guides, complete work without errors to meet compliance of grant, and correct payments. Requires learning JD Edwards financial system and properly process documents. Sign and adhere to a Confidentiality disclosure for the CCDF program, files, payments, provider and client files. Speak, and react appropriately to the public, to deal with elders, homeless, and referred clients

Knowledge, Skills and Abilities:

- Must be computer literate, competent of Microsoft Office Professional, able to prepare spreadsheets and complete updates.
- Ability to operate JD Edwards financial system and Tribal Child Care Data Tracker.
- Knowledge of current business writing skills, including; grammatical, spelling, punctuation and vocabulary.
- Knowledge of basic math skills.
- Ability to independently prepare correspondence, reports and/or drafts.
- Knowledge of office equipment, scanner, printer, copier.
- Knowledge of telephone etiquette and ability to express positive customer service skills.
- Ability to work in stressful situations and meet deadlines in a timely manner.
- Ability to establish and maintain effective working relationships with co-workers.

General Recruiting Indicators:

- Two years of progressively responsible office work experience equivalent to an Office Assistant III OR Successful completion of College level courses for experience on a month to month basis.

Special Requirements:

- Prefer applicant to complete a certification in Microsoft Office.
- Must possess a valid WA State Driver's License with the ability to obtain Tribal Driver's Permit.
- Yakama enrolled preference.