

YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT

Announcement # 2019-055 Issue Date: 03-12-19 Closing Date: 03-18-19



**Office Assistant III**  
**Veteran Affairs**  
**Department of Human Services**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Performs administrative clerical and inputting duties and responsibilities. Processes billings, purchase orders and travel documents. Handles receptionist duties, meets and greets visitors and clients.

**Examples of work performed:**

- Prepares purchase orders and travel documents.
- Types a wide variety of official correspondences, reports, and documents.
- Maintains a record management system for administrative and client files.
- Maintains current inventory records of program equipment and furniture.
- Performs as a receptionist to meet, greet, and screen visitors and/or clients.
- Answer general inquiries and provides information.
- Answer telephones and take messages as needed.
- Handles incoming and outgoing mail and distributes accordingly.
- Ensures confidentiality of client documents, records and files.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of modern office principles, practices, and administrative procedures.
- Knowledge of basic accounting principles and practice.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to utilize JD Edwards account system.
- Ability to work independently and productively.
- Skill in use of computer and assorted computer software.

**Minimum Requirements:**

- Required High School Diploma or G.E.D.
- At least six months of office/clerical experience.
- Required to pass a pre-employment drug test.
- Yakama enrolled preference, but all qualified applicants are encouraged to apply.