

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # 2019-062 Issue Date: 03-13-19 Closing Date: 03-26-19



Office Assistant III
Fuels Management
Department of Natural Resources
Hourly Wage: \$10.87/Temporary/Full-Time

This position is to provide general office support during the season of Fuels Crew. The position includes standard secretarial and clerical duties including but not limited to: customer service, routing and filing correspondence, time sheets, personnel and related documents, seasonal timesheets and picking up our daily mail.

Examples of Work Performed:

- Prepare invoices for payment.
- Provide assistance to file purchase orders, travel authorizations, journal entry documents, and timesheets.
- Seasonal employee timesheets including: learning to compute fire time, overtime, and hazard time correctly.
- Utilize standard office equipment such as; copier, typewriter, computer and fax.
- Assist with miscellaneous typing as needed.
- Routes documents for approval.
- Responsible for maintaining and keeping a filing system current.
- Transport vehicles to servicing location.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques.
- Knowledge of basic business English, grammar and math.
- Ability to utilize a computer and basic word application.
- Ability to utilize standard office equipment such as; copier, typewriter, computer and fax.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in written form.
- Ability to follow oral and written instructions.
- Ability to maintain confidentiality of all records.
- Must be highly dependable.

Minimum Requirements:

- High school diploma.
- At least 6 months of office/clerical experience.
- 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.