



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Office Assistant II  
**SALARY:** \$18,137.60 annually, less 5% during probation  
**REPORTS TO:** Tribal Tribune Editor  
**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent of this position will provide clerical and administrative support for the Tribal Tribune. Duties include; answer, log and route incoming calls, log and route incoming/outgoing mail, process Tribal Tribune action forms, prepare and process vouchers, process purchase orders, travel, and per diem, maintain financial records, and correspondence. The incumbent will also be responsible for assisting the Editor and Journalist with monthly Tribal Tribune layout planning and coordination, and distribution.

## MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED; **AND**
- One year Office Technology Certificate; **OR**
- Twelve months of progressively responsible work experience equivalent to the Office Assistant I level; **OR**
- Twelve months of combined education and training that demonstrates the ability to perform the duties and responsibilities of the position.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must be willing to work extended hours to complete, required timelines and deadlines.
- Previous work experience **MUST** demonstrate better-than-average work attendance.
- Must possess the ability to maintain **STRICT** confidentiality standards.
- Must possess the ability to drive in adverse weather conditions.
- Must pass the Spelling/Grammar test with 65%, **test required prior to closing date.**
- Must have the ability to type 55 wpm, **test required prior to closing date.**

## RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge of modern office practices and procedures.
- Ability to communicate effectively verbally and in written format.
- Ability to work independently and with limited supervision as well as in a team environment.
- Skills in the use of computers and associated software, i.e., Microsoft Word, Works, Excel, and Quick Books, etc.
- Ability to operate general office equipment, i.e., multi-line telephone, copier, facsimile, typewriter, and calculator as required by the position.
- Ability to establish and maintain effective working relationships with elders, co-workers, tribal employees, and outside agencies
- Ability to keep accurate records and log sheets of transactions made.
- Ability to prioritize and multi-task accordingly.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:** Applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m. Friday, July 10, 2009**, or be postmarked by that date.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(509) 634-2839

S-5820 [jolene.signor@colvilletribes.com](mailto:jolene.signor@colvilletribes.com)