70 Help Wanted

Clatsop Community Action Administrative Support Specialist 40 hours/week With Benefits Salary range: depending on experience

Purpose:

Employee acts as the agency receptionist and performs administrative/office support duties as assigned. The employee is the first person both clients and professionals encounter. The employee must provide information and referrals and advocacy where appropriate, in a warm, non-judgmental, professional manner. The employee must help clients feel welcomed, respected, and comfortable their concern or issue is being addressed.

Duties:

Performs assigned administrative support tasks.
Assists clients (walk-in and by telephone) with pre-screening for agency

program eligibility.
Assists clients with completing intake forms.

Enters intake information into electronic database. Issues variety of vouchers for programs.

Helps clients complete eligibility assessments for services.

Oversees Personal Care Pantry supply and distribution to clients.

Qualifications, Skills, Knowledge:

Associates Degree (desired) or five years of equivalent work experience; social work preferred. Two years of experience completing administrative duties, receptionis

tasks, or secretarial duties involving significant public contact; social services background strongly preferred.

Strong organizational skills.

Ability to communicate effectively to individuals and groups verbally and ir writing

Ability to maintain records and compile information and statistics for clea concise reports.

Ability to work independently within assigned area of responsibility Must always maintain unbiased demeanor and must treat each client with

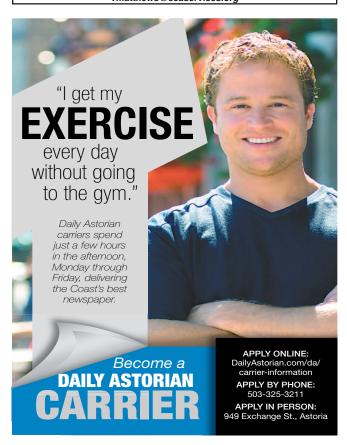
respect and display strong communication and interpersonal skill with people of various backgrounds and cultures.

Must maintain client confidentiality at all times and must be able to maintain personal boundaries to effectively function on behalf of CCA's clients.

Bi-lingual (Spanish) ability desired (not required); must at times

communicate with people speaking languages other than English.

Any job offer will be contingent upon the results of an updated background investigation and drug screening. For more information please contact Viviana Matthews at 971-308-1031 or vmatthews@ccaservices.org



STATEWIDE CLASSIFIEDS

To advertise here contact The Daily Astorian 503-325-3211 or 800-781-3211

SERVICES:

DIVORCE \$155. Complete preparation. Includes children, custody, support, property and bills division. No court appearances. Divorced in 1-5 weeks possible. 503-772-5295. www.paralegalalternatives.com legalalt@msn.com

MISCELLANEOUS:

DISH Network -NEW FLEX PACK- Select the Channels You Want. FREE Installation. FREE Streaming. \$39.99/24 months. ADD Internet for \$14.95 a month. CALL 1-800-394-5170

ULTIMATE BUNDLE from DIRECTV & AT&T. 2-Year Price Guarantee -Just \$89.99/month (TV/fast internet/phone) FREE Whole-Home Genie HD-DVR Upgrade. New Customers Only. Call Today 1-800-243-0916

TRUCK OR BOA BLIND. Free 3 Day Vacation, Tax Deductible, Free Towing, All

Paperwork Taken Care Of. CALL 1-800-918-1105 Do you owe over \$10,000 in back taxes? We help people resolve tax debt. \$50 cash back upon sign-up. BBB Accredited. Call for a free

consultation 1-800-956-6048 Chronic Pain? Back or joint pain, arthritis? Recent Medicare/health

coverage changes may benefit you! Products are little to NO COST, if qualified. FREE Shipping. Accredited Pain Specialists. CALL 1-800-481-7096

Lung Cancer? 60 or Older? If So, You and Your Family may Be Entitled To A Significant Cash Award. Call 800-413-5730 To Learn More. No Risk, No Money Out of Pocket

Spectrum Triple Play TV, Internet & Voice for \$29.99 ea. 60 Mb per second speed. No contract or commitment. We buy your existing contract up to \$500! 1-800-718-0153

EMPLOYMENT:

Drive with Uber. No experience is required, but you'll need a Smartphone. It's fun and easy. For more information, call: 1-800-819-1182

HELP WANTED - DRIVERS

Quality Transportation is hiring CDL-A Drivers. Locations in Nevada. MUST BE WILLING TO RELOCATE. Call 775-635-2443 or www.qtinv.net for application.

CRYPTOQUIP

10-22

10/22/16

CRYPTOQUIP

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NPPA O P Y I M J O A Yesterday's Cryptoquip: FAMOUS DETECTIVE NOVELIST WHO OWNED THOUSANDS OF SMALL, LACY MATS: ARTHUR CONAN DOILY. Today's Cryptoquip Clue: M equals I

70 Help Wanted

NEW POSITION AVAILABLE-EXTRA BOARD OPERATOR-A Transit System accepting applications for an on-Extra Board Operator-A North

This Extra Board A-North position has the following benefits:

Guarantee hours

month. Holidays paid (6) available day prior and after, excluding Sunday.
Required to work both North

(Raymond) and South (Long Beach) Boards.

Training Wage: \$13/hour Wage after training: \$17.92/ hour; after 6 months as per

All applicants <u>must</u> possess the following qualifications:

~ Possession of a valid Washington State Driver's License and a Medical Examiner's Certificate at time of hire.

Must have a valid CDL for Class A or B; endorsements for Passenger 1 (P1); and Air

Brake Restriction Removed. Must have Interstate Self-certification with the DMV at time of hire.
A clean Driving Abstract for

the past 5 years from all states in which you have had a license to drive. Must be submitted with application.

Able to pass а Employment drug test. Able to work various hours

including Saturdays. evenings Able to respond on short

notice. Be able to maneuver 20' to 30' buses safely.

Must be able to lift up to 50

One (1) position to be filled in the North County (Home Base-Raymond Facility). This position will be an Extra Board A Operator.

Pacific Transit System has a policy of a drug and alcohol free workplace. Employment is on passing abuse test a contingent g a and substance random testing will be performed throughout the period of their employment. Successfu applicants must also provide proof of eligibility to work in the United States prior to employment.

> Pacific Transit is an Equal Opportunity Employe

Applications may be picked up at the Raymond Office 216 N. Second Street, Raymond, Wash., Monday through Friday from 7:00am to 6:00pm and Saturday from 9:00am to 5:00pm; or via our web page at pacifictransit.org

Position is open until filled.

Now hiring cook Experience preferred but will train. Apply at Labor Temple Diner, 934 Duane St., Astoria.



Pacific County Economic Development Council EXECUTIVE DIRECTOR

Position Available Send resume & Letter of Interest to: Toni Williams **EDC President** PO Box 552 Raymond, WA98577

Sou'wester is hiring PART-TIME **MAINTENANCE**

PERSON. Experience required.

lectrical systems, Finish Carpenter, Gas and Electric Electrical appliances, appreciation of restoring and repairing vintage RV trailers and historical appliances, buildings. Must be able to pass a drug test.

Send resume to: Souwesterlodge@gmail.com

Seaside School District Is seeking a caring, competent, self-starter for the position of:

Elementary School
HEAD SECRETARY

Great work environment and EXCELLENT benefits!

Visit our employment page for More info and to apply: www.seaside.k12.or.us/employment or (503)738-5591 The District is an EOE

Tyack Dental Group Astoria office is seeking experienced, full time dental assistant to be a key part of our team. Highly competitive wages, vacation, holidays, retirement plan medical and dental. Radiology certification required.

Tyack Dental Group 433 30th St. Astoria, Or 97103 (503)338-6000 jtyack@clatskanie.com



RN Opening: full time, full benefits, salary DOE send resume cstergar@coastalfhc.org

JANRIC CLASSIC SUDOKU

Fill in the blank cells using numbers 1 to 9. Each number can appear only once in each row, column and 3x3 block. Use logic and process elimination to solve the puzzle. The difficulty level ranges from Bronze (easiest) to Silver to Gold (hardest).

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Rating: GOLD

Solution to 10/21/16

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8	2	5	4	6	9	3	7	1
9	6	1	2	3	7	8	4	5

70 Help Wanted

POSITION AVAILABLE EXTRA BOARD OPERATOR acific Transit System is accepting applications for on-call Extra Board Operators for the South County area.

All applicants must possess the following qualifications:

Possession valid State Driver's Washington License and Examiner's Certificate at time of

Must have a valid CDL for Class A or B; endorsements for Passenger 1 (P1); and Air Brake Restriction Removed.

-Must have Interstate Self-certification with the DMV at time of hire.

A clean Driving Abstract for the past 5 years from all states in which you have had a license to drive. Must be submitted with application.

Able to pass a Pre-Employment drug test.
Able to work both evenings and

weekends. Able to respond on short notice. Be able to maneuver 20' to 40' buses safely

Maintain a schedule and remain calm and courteous under trying conditions.

-Must be able to lift up to 50 lbs.

Minimum of one (1) position to be filled in the South County (Home Base- Seaview Facility). The position will be an Extra Board Operator.

acific Transit System has a policy of a drug and alcohol free workplace. Employment is contingent on passing a substance abuse test and random testing will be performed throughout the period of their employment. Successful applicants must also provide proof of eligibility to work in the United States prior to employment.

Pacific Transit is an Equal Opportunity Employer

Applications may be picked up at the Raymond Office 216 N. Second Street, Raymond, Second Street, Raymond, Wash., Monday through Friday from 7:00am to 6:00pm and from Saturday from 9:00amto 5:00pm; or at the Seaview Maintenance Facility, 2750 9:00amto Pacific Way, Seaview, Wash, Monday through Friday from 11:00am to 4:00pm.

Position is open until filled.

RECEPTIONIST receptionist at our Ocean Park Clinic. Exp Working in a busy Medical Office environment a plus Mon-Fri. Send resume to jobs@cfamhc.org indicate NB RECPT in subject line

Sea Ranch Resort has honest jobs for honest workers. ·Front Desk ·Retail/Barista, computer skills needed. Positive, out-going personality with

Customer service a must. Drugfree. (503)436-1075 Seeking energetic ft/pt Kennel Assistant for busy, AAHA accredited Animal Hospital.

Weekend and evening help needed. Please drop-off hand written cover letter and resume to 325 SE Marlin Ave. Warrenton. No phone calls please.

80 Work Wanted

Haul Away

If it needs to go, call me! Moving/Attics/Basements/Odd Jobs. Senior Citizen & Veteran Discount. John (503)470-9180

JIM'S LAWN CARE.

•Brush Clearing•Lawns•Shrubs •Hauling•Gutter & Storm-Cleanup (503)325-2445 •Free Estimates

Oregon Contractors Law (ORS 671) requires all businesses that advertise landscape contracting services be licensed with the Landscape Contractors Board. This 4-digit number assures the business has a bond, insurance and an associated individual contractor who has fulfilled the testing and experience requirements for licensure. For your protection call (503)378-5909 or use our web site: www.lcb.state.or.us to check license status before contracting with the business. Persons doing landscape maintenance do not require a LCB license.

Oregon state law requires anyone who contracts for construction work to be licensed with the Construction Contractors Board. An active license means the contractor is bonded and insured Verify the contractor's license through the actor's CCB the CCB Consumer Website www.hirelicensedcontractors.com

95 Schools & **Education**

IF YOU HAVE QUESTIONS about a Business or School

Advertised, we advise you to call: The Consumer Hotline in Salen at (503)378-4320, 9 AM-1 PM, Monday-Friday or in Portland at (503)229-5576

100 Employment Information *ATTENTION READERS

Readers respond to mail/phone order ads at their own risk. If in doubt about a particular offer, check with the Better Business Bureau or U.S. Postal Service before sending any money.

The Daily Astorian ASSUMES

NO LIABILITY FOR MAIL ORDER ADVERTISERS.

105 Business-Sales Op

drivers license, reliable vehicle, and insurance. Routes are

Please come in person to The Daily Astorian office at 949 Exchange St, Astoria OR 97103 to pick up more information.

BUDGETAD\$

Place your ad today | www.dailyastorian.com

drums with removable lids. Great for storage, burn barrels, etc. 503-325-3211 Ext. 209

HOME DELIVERY! Your Daily Astorian should arrive by 5:30 p.m. Monday through Friday. If it does not, please call us at 503-325-3211 or 1-800-781-3211

weekend RAGESALES

www.dailyastorian.com

ASTORIA

Antiques, Collectibles, and More Pier 11 Building, Between 10th & 11th on the Columbia River

Priced to Sell!

Tuesday October 18th Through Sunday October 23rd, 10am-7pm(ish)

Pottery, Depression Glass, Lots of Miscellaneous

Upstairs and Basement. Sat/Sun 9am-4pm Sunday with reasonable offers accepted. Must move all that remains. Furniture as seen on Goonieville, freezer, sewing machine, collectables, lots of tools fishing gear, glass, toys, brand new cabinets in boxes, and much much

more. 4408 Commercial in Astoria. Will see you there.

GEARHART

Just-Moved-Out-of-Condo Sale Friday October 21st, 10am-4pm Saturday October 22nd, 8:30am-2pm Furniture from every room, Household items, Nautical Decor 88762 Dawson Rd, Just off Highway 101, North of Gearhart, South of Surfpines. Follow the Signs

1140 G St. Gearhart October 15-31, 10am-4pm Please Dial 440-0413 Before Driving (I have multiple jobs). Elvis Is In The Building Come In & Get "Used"

WE DELIVER!

Please leave a light on or install motion detector lights to make your carrier's job easier. Thanks THE DAILY ASTORIAN

LEWIS AND CLARK

ESTATE SALE SATURDAY, 9 AM-3 PM 91215 LEWIS AND CLARK RD.

SEASIDE

ESTATE SALE SEASIDE 602 NORTH PROM

Furniture including vintage mid-century turquoise leather sofa antique oak table & more, household & Beanie Babies ection. Contents of HUGE 24' 35' workshop including many tools, lots of hardware, industrial 8 other shelving, cabinets, electrical & plumbing supplies.Tons of unique & useful misc.—

SATURDAY & SUNDAY 9 am-5 pm Cottage and Castle Sales

truly a HANDYMAN'S DREAM!!

First of the Season Annual Sashay Craft/Gift Fair Seaside Convention Center Saturday October 22nd, 10am-5pm Free Admission

2-Family Household Goods, Furniture, Holiday Items, 9am-4pm Friday/Saturday 3159 Sunset Blvd, Seaside (Cove Area)

WARRENTON

Large Estate Sale 1100 NW Warrenton Drive, Unit 340

Friday October 21st, 9am-4pm Saturday October 22nd, 9am-3pm

CASH ONLY PLEASE DO NOT BLOCK DRIVEWAYS

Moving Sale

Furniture, Appliances, Tools, Tablesaw, Welding equipment, rototiller. 91296 Hwy 101 Warrenton Saturday & Sunday 8 - ?

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Be an Astoria Carrier! \$100 Signing Bonus! The Daily Astorian is currently seeking independent contractors to deliver its paper and related products in the Astoria Oregon area. Interested individuals must have valid

Monday through Friday afternoons. There are no collections or weekend deliverie

Furniture, Glassware, Jewelry, Sterling Jewelry, Linens, Local Memorabilia, Roseville, Art Rain or Shine Sale