B7



The City of Cannon Beach is seeking qualified applicants for the position of Administrative Specialist in the Finance Department. Please visit ci.cannon-beach. or.us/jobs for details.

651 Help Wanted

CLATSOP COUNTY

Shop Maintenance Assistant \$20.56-\$24.99/hr

Seeking one full-time shop maintenance assistant to maintain shop areas and assist mechanic staff. Requires HS/GED, minimum CDL class B learner's permit, vehicle maintenance knowledge, organization and recordkeeping skills.For details and full requirements visit www. co.clatsop.or.us/hr, Career Opportunities, to apply by 3/31/2022. AA/EOÉ.



Clatsop Community College is recruting for the following positions:

Program Assistant II -Lower Division Transfer-Full-time position beginning July 1, 2022. Closing date: April 30, 2022.

Program Assistant III – TRIO Pre-College Programs - Full-time, grant-funded position. Closing date: April 11, 2022.

Instructor, Biology -Full-time position beginning mid-September 2022. Closing date: April 30, 2022. View job descriptions/

qualifications and apply on-line at https://www.clatsopcc.edu/ human-resources/ Contact the Office of Human Resources at (503)338-2530 or hr@clatsopcc.edu if application assistance is needed. AA/EOE

Part-Time Employment FULL TIME & PER DIEM CNA's

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651 Help Wanted

New Today

CLATSOP COUNTY Staff Assistant \$3,682.61 - \$4,476.24/mo

Seeking one full-time Staff

Assistant 37.5 hrs/week) for the County Clerk. Collects fees and records real estate transactions, indexes and files instruments, assists with elections and other administrative duties as assigned. For details and full requirements visit www. co.clatsop.or.us/hr, Career Opportunities, to apply online and submit supplemental questionnaire by April 11, 2022. AA/EOE.

New Today



Public Works Executive **Secretary**

Salary Range 17: \$3,336.58 – 4,055.63 monthly. AFSCME union position w/excellent benefits

EXECUTIVE SECRETARY MINIMUM QUALIFICATIONS:

Mandatory qualifications include High School Diploma or equivalent. Any combination of education and experience that provides the required knowledge, skills, and abilities necessary for an executive secretary. (See application packet online)

POSITION: Provides advanced secretarial support across

all divisions of the public works department. This position works closely with the public works management and requires a significant level of independent thought and acceptance of responsibility, works with limited supervision and is extremely knowledgeable

Cover Letter, Resume and application are required.

of office procedures.

Full Application packets are available online at https:// www.ci.warrenton.or.us/ jobs or at Warrenton Public Works 45, SW 2nd Street,

Warrenton Or, 97146. Open until filled: First review 10:00 AM April 18th 2022 "EOE"

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