

**JOB ANNOUNCEMENT
CITY OF WEST LINN**

**MUNICIPAL
COURT CLERK
(Part-time position)**

Performs complex and varied clerical work according to policies and procedures of the City's Municipal Court. Maintains a variety of records and files on court proceedings. May compose letters, collect and handle money, prepare receipts, answer telephone calls and manage jury panel. Requires graduation from high school or equivalent GED certification. One year of experience in general office or related clerical work. Experience using personal computer and working in a court system is desirable. Skill in accurate typing and record keeping required plus ability to use tact, judgement, and courtesy in dealing with the public. Salary range \$1201 - 1539 per month. Employer paid retirement and excellent fringe benefit package. A City Employment Application must be received by:

**City of West Linn
4900 Portland Avenue
West Linn, Oregon 97068
by 5 P.M.
Friday, April 3, 1987**

Equal Opportunity Employer

MENTAL HEALTH

**WEEKEND
HOUSE PARENTS**

Weekend House Parents needed to operate innovative group home for pre-delinquent boys, ages 11-14. Hours, Friday A.M. to Sunday P.M. Bachelors plus two years experience in residential treatment. Salary \$12,000-\$17,000 DOE plus excellent benefits. Send resume with three references to:

**R.T.C.
EDGEFIELD
CHILDRENS CENTER
2408 S.W. Halsey
Troutdale, OR 97060**

An Equal Opportunity Employer

MULTNOMAH COUNTY

Data Entry Operator

\$7.27 per hour plus employer paid retirement; requires one year of recent data entry work experience; a data entry speed of 10,000 or more keystrokes per hour will be competitive for these positions; apply by March 20, 1987.

**Employee Relations
Technician**

\$9.43 - \$10.91 per hour plus employer paid retirement; performs technical administrative personnel and labor relations work such as conducting surveys and other studies, assisting in personnel recruitment and selection, and providing information to applicants and County employees; apply by March 20, 1987.

**Employment Program
Coordinator**

\$21,297 annually plus employer paid retirement; develops and operates the Employment and Training Program at Multnomah County Juvenile Court; requires one year of experience providing job training and job development for youths in juvenile justice system; apply by March 20, 1987.

**Operations Supervisor
Health Services Division**

\$19,314 - \$25,098 annually plus employer paid retirement; performs clerical operations supervising work; requires one year of supervisory experience, preferably in a medical clinic or health care delivery facility; apply by March 20, 1987.

Community Projects Leader

\$9.43 per hour plus employment paid retirement; supervises offender work crews referred to the Alternative Community Service Program by court order; apply by March 20, 1987.

WHERE TO APPLY

**Multnomah County
Employment Relation,
Room 1430
1120 SW Fifth Avenue
Portland, OR 97204**

Oregon State Penitentiary, an Equal Opportunity Employer, is seeking qualified minority applicants to fill:

**Four Correctional
Officer Positions**

**One Institution
Teacher Position**

Minimum requirements for Corrections Officers Positions are highschool graduate or GED certificate and good physical condition. Salary range: \$1609-\$1947 monthly. Be sure to fill out application at State Employment Office and request placement on Affirmative Action hiring list.

Minimum requirements for Institution Teacher (one position) is a valid Oregon Teacher Certificate. Salary range is \$1767-\$3323 monthly. Be sure to fill out application at State Employment Office and request placement on Affirmative Action hiring list.

Positions are scheduled to be filled in April, so apply immediately:

**OSP
2605 State Street
Salem, OR 97310**

An Equal Opportunity Employer

Computer Workshop

Woodstock Community Center, 5905 SE 43rd, will have the following computer workshop Spring Term.

"Beginning Lotus 1-2-3 Levels", Mondays, 6-9 PM, April 20 and 27. Preregistration required. IBM and introduction to LOTUS 1-2-3. Become a user of LOTUS 1-2-3, spread-sheets using LOTUS help menu, the user manual & LOTUS utilities. Applications include budgeting, checking accounts and general ledger accounting. 2 students per computer. Call 771-0784 for more information. Mail-in registration is effective March 14 and walk-in registration is March 30 thru April 3 between 10 AM & 4 PM.