# 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

#### STAFF ATTORNEY FARMWORKER DIVISION GRANGER

Evergreen Legal Services is seeking a staff attorney for its Farmworker Division. The office is located in Granger, Washington, a small rural town in the midst of the Yakima Valley. The Farmworker Division serves migrant and seasonal farmworkers statewide and emphasizes employment related issues and impact litigation involving civil rights and employment discrimination. The Granger office includes a directing attorney, 5 staff attorneys, 1 paralegal and 3 support staff.

The attorney will maintain a reasonable caseload, and under the supervision of the office directing attorney will advise groups, aid community organizations in planning goals and establish contacts with the local courts, bar association, etc.

QUALIFICATIONS: Member of the Washington State Bar or willing to take next bar exam. English-Spanish bilingual mandatory.

Salary range begins at \$18,278 per year. Excellent benefits.

APPLICATIONS: Send resume to:

Patrick McIntyre EVERGREEN LEGAL SERVICES 101 Yesler, Suite 300 Seattle, WA 98104 (206) 464-5933

Evergreen Legal Services is an equal opportunity employer. Minorites, women and handicapped are encouraged to apply.

# STOP

New steps to see that firms with federal government contracts comply with requirements that they take affirmative action to hire and promote disabled and Vietnam-era veterans have been announced by the U.S. Department of Labor.

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