

NEED SOMEBODY FOUND?
Call Bill at 774-7241

SR. COMMUNITY DEVELOPMENT SPECIALIST

\$2243 - \$2727/mo. Performs advanced professional level planning work related to the County's \$1.6 CDBG entitlement program. Responsible for project design; research and data analysis; grant application development; and the supervision of Community Development Specialist. Req. responsible exp. or training in the procurement, planning and implementation of CDBG programs; college-level training in community or urban planning, urban studies, public administration, or a related field. County application forms req., resumes NOT accepted. Apply by April 24, 1987 to:

**Washington County
Personnel
150 N. First Ave., Room B-2
Hillsboro, OR 97124**
An E.O.E.

LIBRARY CLERK

\$1132 - \$1376/mo. Provides technical support to a professional library staff; processes patron requests; utilizing automated system, maintains records and provides general clerical support. Req. responsible exp. in clerical work; previous library exp., with college-level training in library technology preferred; previous exp. with an automated library system preferred. County application forms required, resumes NOT accepted. Apply by April 24, 1987 to:

**Washington County
Personnel
150 N. First Ave., Room B-2
Hillsboro, OR 97124**
An E.O.E.

ACCOUNTING CLERK

33 hours per week, \$7.32 - \$8.89/hr. Performs entry level bookkeeping and accounting work on client and insurance billings; acts as receptionist one-half time. Req. exp. in office work which includes client and insurance billings and bookkeeping, including or supplemented by coursework in bookkeeping methods and procedures. County application forms required, resumes NOT accepted. Apply by April 24, 1987 to:

**Washington County
Personnel
150 N. First Ave., Room B-2
Hillsboro, OR 97124**
An E.O.E.

CLERICAL

COURT OPERATIONS SPECIALIST II

Multnomah Courts are recruiting clerical applicants for several vacancies. Duties: typing, recording documents, cashiering, filing, microfilming, data entry. 1 yr experience or related coursework, typing 50 WPM, required. \$1158-\$1484/mo plus excellent benefits. Judicial Dept. Application, responses to Supplemental Questions REQUIRED. Available at:

**Courthouse
1021 S.W. 4th, Rm. 225A
Portland, OR**

Closes 4/24/87.

Equal Opportunity Employer

HELP WANTED

EDUCATIONAL FOUNDATION for Foreign Study seeks volunteer area representatives to supervise and promote a non-profit student exchange program locally. Responsibilities include: placing foreign students with host families, working with high schools and planning activities for students. Join our world wide team and make friends you will never forget. For more information call (503) 772-1289

ACCOUNTING

ACCOUNT CLERK

Recruiting Account Clerks. Duties: Preparing accounts payable/receivable, billings, general ledger, resolve accounting problems. 2 yrs. experience or 1 yr experience and related coursework. Typing 50 WPM required. \$1229-\$1575/mo. plus excellent benefits. Application, responses to Supplemental Questions REQUIRED. Available at:

**Multnomah Courts
1021 S.W. 4th, Rm. 225A
Portland, OR**

Closes 4/24/87.

Equal Opportunity Employer

SECRETARIAL

ADMINISTRATIVE SECRETARY

**Northwest Regional
Educational Laboratory
Rural Education Project**

Successful applicants must meet the following minimum requirements: 3 yrs of successful secretarial experience; able to type 60 wpm with accuracy; word processing experience, preferably WANG; experience in report formatting, preparing office forms for services and supplies; experience in establishing and maintaining filing systems; good organizational and interpersonal skills; excellent proofreading, spelling, grammar and punctuation skills. Salary: \$13,961-\$14,200 with excellent benefit package.

Send resume and cover letter indicating you are applying for the position of administrative secretary in the rural education project to:

**Personnel Office
Northwest Regional
Educational Laboratory
101 SW Main St., Suite 500
Portland, OR 97204**

Applications must be received by 3 pm, April 22, 1987.

Equal Opportunity Employer