

SECRETARY

**Evaluation/Assessment
Program
NW Regional
Educational Lab**

2 yrs secretarial exp w-excellent skills: type 60 wpm w-accuracy (alpha/numeric), exp w-report preparation, record keeping, filing, WANG word processor. Must work well under pressure & independently; good professional presence & interpersonal skills. Experience w-microcomputers preferred. \$12,578 per annum.

Send letter of application & resume to:

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

deadline: 3 pm, 8/18/87

Equal Opportunity Employer

EMPLOYMENT TRAINER

The Private Industry Council is recruiting a Job Club Trainer. Responsibilities include: employer contact; job search assistance; classroom training; and applicant screening. Requirements include: degree with major coursework in education, counseling, sociology or related field; two years experience in employment interviewing, teaching, counseling and/or vocational guidance; experience with culturally diverse groups. Beginning salary range: \$16,603 to \$18,550 plus benefit package. Closing date 5 PM August 21, 1987. Applications available at the:

**Private Industry Council
520 SW 6th Ave., Suite 400
Portland, OR 97204**

An Affirmative Action/
Equal Opportunity Employer

JOBS Trade Magazine
288-0020 or 288-0033

MULTNOMAH COUNTY

**Juvenile Groupworker
\$9.93 per hour**

Responsible for the guidance, security, training and general care of delinquent and disturbed adolescents in a juvenile detention home; requires two years of experience or two years of relevant education to substitute for one year of the experience; apply by August 21, 1987.

**Corrections Technician
\$8.46 per hour**

Reviews and evaluates information, prepares reports on client activities, refers clients of adult criminal justice system to community resources; requires two years related education or one year of related experience.

WHERE TO APPLY

**Multnomah County
Employee Relations
Room 1430
1120 S.W. Fifth Avenue
Portland, OR 97204**

An Equal Opportunity Employer

LIBRARY ADMINISTRATIVE ASSISTANT Cataloging

Under direction of cataloging librarian, performs descriptive cataloging of all formats of library materials, including audio-visual materials, microforms, maps, and documents; coordinates operational details of special projects in Cataloging Section. **Qualifications:** 4 years experience in library work, preferably experience in descriptive cataloging using AACR2. 2 years of related college-level coursework may be substituted for 2 years of experience. **Salary:** \$1,186 - \$1,622/month. For application, contact:

**Oregon State Library
State Library Building
Salem, OR 97310
Phone: 503-378-4243**

Equal Opportunity Employer

DEPARTMENT OF HUMAN RESOURCES STATE OF OREGON

**has three position
openings:**

ADMINISTRATOR CHILDREN'S SERVICES DIVISION

Salary: \$47,904 - \$61,188
BACHELOR'S DEGREE
(Public Admin., Liberal Arts,
Bus. Admin. preferred)

ASSISTANT DIRECTOR, COMMUNICATIONS DIRECTOR'S OFFICE

Salary: \$37,548 - \$47,904
BACHELOR'S DEGREE
(Journalism, Communications,
Bus. Admin. preferred)

ASSISTANT DIRECTOR, HEALTH POLICY DIRECTOR'S OFFICE

Salary: \$41,383 - \$52,852
BACHELOR'S DEGREE
(Business/Public Admin.,
Health Care Admin., Health Care
Economics or related field)

If you qualify, CALL for a copy of the announcement to respond appropriately to the selection process questions.

**Department of
of Human Resources
Personnel Management
326 Public Service Building
Salem, OR 97310
(503) 378-4342 - Salem
(503) 280-6901 - Portland**

POSITION OPEN

Swing Editor

The Corvallis Gazette-Times, a 13,000 daily, is looking for an experienced, talented desk person versatile enough to edit sports, a Sunday business section, fill in the news editor's slot and back up the city editor. You must think in colors, graphics and bold design and have a minimum of two years' desk experience. Minimum salary \$20,000. Please send letter and full-page tearsheets to Libet Hatch, Personnel Manager, P.O. Box 368, Corvallis, OR 97339.