

**ELIGIBILITY SERVICES
SUPERVISOR
BEND BRANCH**

**ADULT AND FAMILY
SERVICES DIVISION**

SALARY
(\$1739-\$2217—Monthly)
Excellent Benefit Package

State of Oregon, AFS needs an energetic and innovative person with excellent management/supervisory skills to be Eligibility Services Supervisor in our Bend Branch office in Bend, Oregon.

QUALIFICATIONS:

You must have two years experience:

. . . managing, supervising, or leading other people; OR

. . . determining client eligibility for financial and other public assistance; OR

. . . providing advice and counsel to applicants/clients in obtaining and maintaining public assistance or other social services; OR

. . . providing job preparation/job search/job placement to clients of a social service agency or other employment service agency; OR

. . . providing any or all of these elements.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience.

Obtain the State or Oregon Application (PD100) and Announcement No. OC870562 from Personnel Center, 775 Court Street, Salem, Oregon 97310. FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT.

Applications with attachments must be submitted to:

**Adult & Family Services
Personnel Services Section
516 Public Service Bldg.
Salem, Oregon 97310**

Applications must be postmarked by October 6, 1987 to be accepted.

An Equal Opportunity Employer

SECRETARY

EXEC SECRETARY

Center for National Origin, Race and Sex Equality. Northwest Regional Educational Laboratory.

5 yrs secretarial exp, type 70 wpm with accuracy, word processing exp required (preferably on WANG system), exp in manuscripts/report formatting and final production of documents. Exc spelling, grammar and punctuation skills, exp maintaining filing system, proven ability to work as a team member with numerous professional staff. Exp establishing and maintaining databases on word processors, able to organize & prioritize multiple assignments and work well under pressure & independently with minimum supervision. Must have excel interpersonal skills & maintain a professional presence at all times.

Salary: \$15,495-\$16,200—Excellent benefits.

Send letter of application and resume by 3 pm, Monday, 9/28/87, to:

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

Equal Opportunity Employer

**WASHINGTON COUNTY
JOBS**

**Community Psychiatrist
(Part Time)**

\$24.40-\$29.67/hr

**Community Health Nurse 2
\$1897-\$2307/mo.**

**Call (503) 648-8607
for information.**

County application forms req.
Apply by October 2, 1987 to:

**Washington County
Personnel**

An E.O.E.

CASE MANAGER

To work with street youth afternoon/evenings 40 hours, \$14,250 plus benefits. Experience working with high risk youth. Apply at:

**Outside In
1236 S.W. Salmon**

Closes September 28, must be able to start October 5, 1987.

MULTNOMAH COUNTY

**Clinic Pharmacist
\$13.22 - 17.19 per hour**

Fills medication orders; provides technical information and maintains records; no evening or weekend work; requires Oregon license and one year of experience; apply by October 2, 1987.

**Assistant County Counsel 3
\$34,786 - 40,006 annually**

Advises the Department of Justice Services, including the Sheriff's Office and related components; also involves general counsel work and some litigation; requires three years of experience and membership in the Oregon State Bar; apply by October 2, 1987.

**Corrections Technician
\$8.46 per hour/days
\$8.86 per hour/swing
\$8.96 per hour/graveyard**

Reviews and evaluates information; prepares reports on client activities; refers clients of adult criminal justice system to community resources; requires two years of 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

JOBS Trade Magazine
288-0020 or 288-0033