

**EXECUTIVE ASSISTANT 2  
READABILITY/FORMS  
SPECIALIST**

**ADULT AND FAMILY  
SERVICES DIVISION (AFS)**

**SALARY  
(\$2053-\$2604)**

**Excellent Benefit Package**

State of Oregon, AFS needs an energetic, innovative, skilled executive assistant to assure that the forms, notices, brochures, and other written material of the agency are written in plain language as required by Oregon law. The position is located in the central office of AFS in Salem, Oregon.

**QUALIFICATIONS:**

Three years of progressively responsible administrative experience or three years of experience in a staff technical or professional function which has given you the knowledge, skills and abilities identified in the recruiting announcement.

IN ADDITION, you must have a Bachelor's degree in public or business administration or a related field or three additional years of responsible, pertinent experience.

**TO APPLY:**

Obtain a State of Oregon application (PD100) and the announcement by calling or writing Income Maintenance Section, 100 Public Service Bldg., Salem, Oregon, 97310, Attention Judy Porter, telephone (503) 378-3684, ext. 366.

**FOLLOW THE INSTRUCTIONS  
ON THE ANNOUNCEMENT.**

Submit your State of Oregon application (PD100) with attachments to:

**Personnel Division  
155 Cottage Street  
Salem, Oregon 97310**

They must be received by the closing date.

An Equal Opportunity Employer

**EDUCATION: DIRECTOR**

Metropolitan Instructional Support Laboratory, School of Education, Portland State University. Master's Degree and successful experience in library/media req. Salary: \$16,290-\$18,000. Deadline: October 7, 1987. Contact:

**Robert Everhart, Dean  
School of Education  
PO Box 751  
Portland, OR 97207  
or  
(503) 464-4697**

An Equal Opportunity/  
Affirmative Action Employer

CITY OF ASTORIA CIVIL SER-  
VICE COMMISSION now accep-  
ting applications for:

**POLICE OFFICER**

Salary range \$1526-\$1834; city paid benefits, including PERS retirement. Preference may be given to currently certified police officer. Two years college desirable; high school diploma or GED required. 2-day testing which includes written and oral board examination. Successful candidate will also be required to pass a psychological exam. Mandatory physical fitness program requires candidate to pass related testing. Cut-off date for applications October 9, 1987.

**Civil Service Office  
Room 307  
1095 Duane St.  
Astoria, OR 97103  
Phone 503-325-5821**

EOE

**EXPERIENCED  
ROOFING  
CONTRACTOR**

25 years of experience, specializing in hot roofs, shingles and also roof repairs. All work is guaranteed. 287-6605.

**INSURANCE**

**PROJECT MANAGER  
MEMBERSHIP SYSTEMS**

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Project Manager for their Membership Systems Department.

The Manager of Membership System Development will be responsible for producing an overall project plan, including the production of detailed business & user requirements, as well as direction of user acceptance testing. In addition, the Manager will direct the development of user documentation and training, as well as conversion & implementation strategies.

Qualified candidates must have prior health insurance experience, 5-plus years experience in large scale management of durations of 1 year or more, and experience in supervision of 10 or more employees representing diverse functional areas.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and  
Blue Shield of Oregon  
Human Resources Dept.  
5th Floor  
100 .S.W Market  
Portland, OR 97201**

Equal Opportunity Employer

**HELP WANTED**

**MAJOR CRUISE LINES  
NOW hiring!**

Salaries to \$60k. Customer service, Cruise Directors, mechanics, kitchen help & Entry level.

**CALL NOW  
1-518-459-3734  
Ext. S6061A  
24 HRS**