

Job Openings

**Asst. CETA Prime Sponsor
CETA Prime Sponsor
\$14,229 to \$15,903/year**

Duties require the coordination of Department of Labor CETA Prime Sponsor administrative responsibilities in planning, monitoring and evaluation of seven (7) CETA sub-grantees. High school graduate and a minimum of two years college education or equivalent job experience. Must have at least one year experience with Department of Labor grant and report format as well as an understanding of appropriate rules and regulations.
Closes 12/25/79

**Contract Compliance Officer
Accounting
\$18,745 to \$20,953/year**

Provide fiscal management and compliance for a large number of federal contracts and grants of various types and amounts. Supervisory responsibilities. Work within a very large structure involving municipal and enterprise operations. High automated. Bachelor of Arts degree in accounting with a minimum of two (2) years experience required. Four or more years of experience preferred. Audit experience with federal grants and contracts also preferred.
Closes 12/25/79

**Accounts Payable Clerk
Accounting (F-T)
\$12,935/year**

Maintain control on all purchase orders, back orders and vendor's invoices; prepare voucher and check requests for payment of all invoices; responsible for analyzing all invoices in question and reporting them to the Accounting Manager. High School graduate or equivalent and two years experience in accounting. Incumbent must have a thorough understanding of accounts payable.
Closes 12/25/79

**Tribal Cashier (F-T)
Accounting
\$10,965/year**

Prepare official cash receipts for all incoming funds; prepare bank deposits for all receipts; maintain petty cash fund; count and reconcile incoming receipts with accompanying documents. High school graduate or equivalent with two years' of typing and one year of bookkeeping. Must have at least two years of some type of secretarial/business experience involving cash or banking procedures.
Closes 12/25/79

**Legal Aide Secretary (1)
Legal Aide Department
\$10,965/year**

Provide professional receptionist duties, telephone coverage, typing of all legal documents, correspondence, memoranda, forms, etc. Handles all confidential documents and information for the Legal Aide Office. High school graduate or equivalent with prior work experience in office administration: typing abilities of at least 70 words per minute accurately and shorthand skills of at least 120 words per minute. Position requires familiarity with legal work terminology.
Closes 12/25/79

**Juvenile Officer
Juvenile Department
\$12,935/year**

Juvenile office is responsible for investigating, locating and taking into custody and detaining juveniles who are involved in criminal activity. Will provide assistance in the study of family and juvenile needs. Must have working knowledge of Federal, State, County and Municipal Laws and Tribal Codes relating to juveniles. Must have High school education or equivalent with high capabilities in dealing with juveniles & parents. Position requires prior police or related training and sufficient health and stamina to perform arduous tasks. Must possess a valid Oregon Driver's license and must never have been convicted of a felony nor a misdemeanor for one year prior to appointment.
Closes 12/31/79

**Contracting Officer
Enterprise Branch
\$24,879/year**

Coordinate construction, contracting activities for buildings built by the Confederated Tribes. Responsibilities include reviewing plans and specifications of construction projects, estimating construction prices, advertising for bids and securing contractors/subcontractors. Extensive travel in Central Oregon and a minimum outside the area will be required. A minimum of six years experience requiring good working knowledge of mechanical, electrical and structural engineering and design with a high degree of familiarity with government construction contracts. Incumbent must know the uniform building code and be able to demonstrate management experience as well as supervisory abilities.
Closes 12/21/79

**Project Superintendent (2)
Enterprise Branch
Negotiable**

Receive and store materials in inventory; maintain exact inventory control system; write activity reports; monitor delivery schedules and account for all materials placed in inventory. High school graduate or equivalent with three years experience in sales of lumber and building materials. This position also requires experience in inventory control.
Closes 12/25/79

**Construction Warehouseman
Purchasing
Negotiable**

Receive and store materials in inventory; maintain exact inventory control system; write activity reports; monitor delivery schedules and account for all materials placed in inventory. High school graduate or equivalent with three years experience in sales of lumber and building materials. This position also requires experience in inventory control.
Closes 12/25/79

**Secretary
Contracting
Negotiable**

Administrative and secretarial support of the department; coordinate activities with the Purchasing, Accounting and the Clerk-of-the-Works departments as well as numerous construction subcontractors. High school graduate or equivalent plus one and one-half to two years of additional secretarial training. Four years prior clerical experience is required with typing abilities of at least 70 words per minute accurately.
Closes 12/21/79

**Construction Manager
Enterprise Branch
Negotiable**

Coordinate the construction of assigned projects from the development of cost estimates to the securing of sub-contractors, materials and completion of projects. A minimum of six (6) years experience requiring good working knowledge of mechanical, electrical and structural engineering and design with a high degree of familiarity with government construction contracts. Incumbent must know uniform building code and be able to demonstrate management and supervisory skills.
Closes 12/21/79

**Director, National Indian Food & Nutrition Resource Center
Denver, Colorado
\$25,000/year**

Applicant should have at least three years of experience in administrative, business, professional, technical investigative, legal or other responsible non-clerical work, and at least three years of progressively responsible experience in work requiring the making of analysis, evaluations or other substantive determinations with regard to current or projected operating programs. Work experience should have involved frequent contact with the public. The person should have the ability and desire to work long hours and to travel as well as a talent for public speaking and an understanding of food and nutrition delivery systems. Work experience also requires working for an organization providing technical assistance and support services to Tribal governments and Indian organizations. A bachelor's degree is preferred, but work experience may substitute.
Closes 12/28/79

For The Above Position, Submit Resume To:
John Belindo, Interim Director
National Indian Food & Nutrition Resource Center
c/o National Indian Health Board
1602 S. Parker Road, Suite 200
Denver, Colorado 80231

For More Information on Tribal Job Opening contact the Personnel Department at 553-1161 ext. 265 or 266

509-J Job Openings

POSITION:

Night Custodian

PLACE:

Warm Springs Elementary School

STARTING DATE:

December 19, 1979

QUALIFICATIONS:

1. Certification of good health signed by a licensed physician.
2. Ability to read basic instructions and write reports.
3. Demonstrated aptitude for successful completion of the tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CLOSING DATE:

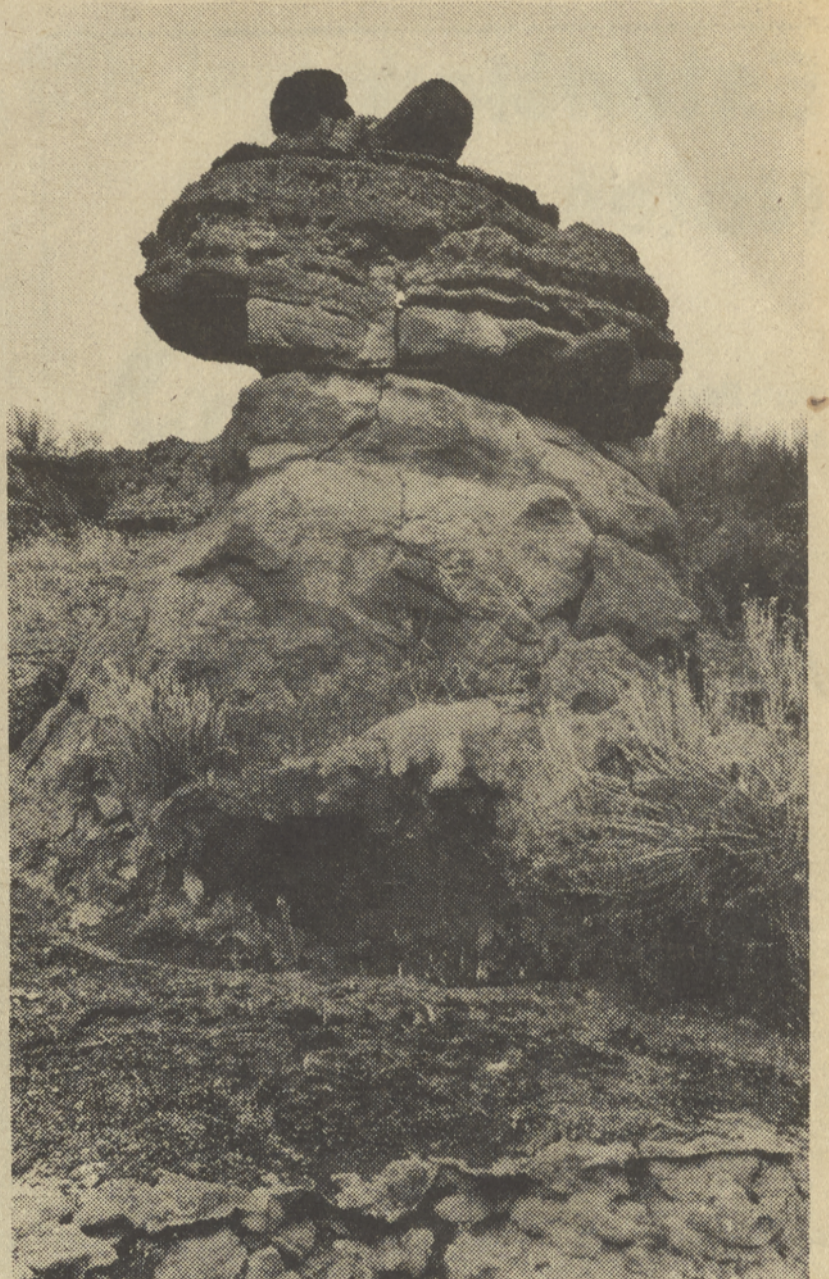
December 14, 1979

SALARY RANGE

\$5.07 per hour

APPLICATION PROCEDURE:

Interested Candidate Should Contact:
Support Service Building
Jefferson County School District 509-J
1355 Buff Street
Madras, Oregon 97741
475-6192



Geo-Quiz

Where do you think this bug-eyed rock formation is? Jerry Shipp's correctly identified our last Geo-Quiz as a formation near Kah-Nee-Ta. If you can name the spot, please call our office at 553-1161 or 553-1644. Better yet, come in for a visit. Sorry we can only accept entries called or brought into our office, during regular working hours.

Spillyay Tymoo photo by Sandy Rongila

accepted by DNF

Applications will be accepted through January 15, 1980 for temporary and seasonal employment with the Forest Service and the Deschutes National Forest. Application forms (6100-23) are available at the Deschutes National Forest Supervisor's Office, Ranger Districts, and the Redmond Air Center. They must be postmarked no later than January 15, 1980 to be considered. The Deschutes National Forest will be hiring approximately 75 to 100 temporary employees. Salaries range from \$3.91 to \$5.41 per hour depending on the position. Employment will last approximately 4 to 6 months depending on weather conditions and the amount of work to be accomplished.

Positions to be filled are nonclerical and include jobs as aids and technicians in forestry, range management, physical science, engineering, surveying,

biological science, and hydrology. Applicants must be 18 years of age at the time they report for duty and must be capable of performing arduous work. Firefighting positions require passing a physical fitness test, which is the equivalent of running 1 1/2 miles in 12 minutes or less.

Applicants may submit only one application and may indicate only one location preference. Applications must be sent directly to the appropriate Forest Service Regional Office, Research Station, or National Forest Office. These addresses are included with the application forms.

All applicants will be given equal consideration without regard to race, color, sex, creed, or national origin. Education, availability, and work experience will determine the applicants chance for employment.



PRESBYTERIAN CHURCH

WE'RE OPEN ON SUNDAYS!

Family Sunday School - 9:30 a.m.

Worship - 11:00 a.m.

UNITED PRESBYTERIAN CHURCH
Warm Springs, Oregon

Church Services

<p>ST. WILLIAMS WARM SPRINGS</p> <p>MATTHEW CROTTY, FATHER</p> <p>Confession Prior to Mass - 9:00 a.m. Sunday Mass - 9:00 a.m.</p>	<p>WARM SPRINGS FULL GOSPEL CHURCH</p> <p>ORIN JOHNSON, PASTOR</p> <p>Sunday School - 10:00 a.m. Worship Service - 11:00 a.m. Sunday Evening Service - 7:30 p.m. Bible Study, Wednesday - 7:30 p.m. Young People's Service, Friday - 7:30 p.m.</p>
<p>WARM SPRINGS UNITED PRESBYTERIAN CHURCH</p> <p>ROBERT GRIFFEN, INTERIM PASTOR</p> <p>Tel. 553-1237</p> <p>Family Church School 9:00 a.m. Worship - 11:00 a.m. in Fellowship Hall Fellowship Time 10:30 a.m.</p>	<p>WARM SPRINGS BAPTIST CHURCH</p> <p>ALLEN ELSTON, PASTOR</p> <p>Tel. 553-1267</p> <p>Sunday School - 10:00 a.m. Morning Worship - 11:00 a.m. Bible Study - Sunday & Wednesday, 7:30 p.m.</p>
<p>REORGANIZED CHURCH OF JESUS CHRIST OF LATTERDAY SAINTS</p> <p>ELDER, CLINT JACKS</p> <p>Tel. 553-1670</p> <p>Worship - 10:00 a.m.</p>	