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Gazette-Times CLASSIFIED ADS

.50 per word/\$5.00 minimum Card of Thanks: \$10 (up to 100 words) Deadline: MONDAY at 5 p.m.

HELP WANTED

Morrow County Health District is accepting applications for a full-time Discharge Coordinator for Pioneer Memorial Clinic. Duties include Checking out patients as they leave appointments, distributing patient education and clinical summary, signing up patients for patient portal, scheduling appointments, and other varied duties. Requires highly self-motivated and organized individual with excellent verbal and written communication skills who can work independently. Medical office experience helpful, minimum of two years general office experience required.

Associate degree pre-Must have excellent Microsoft Word and Excel skills. Starting wage range from \$23.01 to \$25.41/hr. DOQ with excellent benefit package including medical, dental and vision coverage for employee, employee and spouse, or employee and children at no cost. Family coverage options available. Background check and pre-employment drug screen required. Applica-

HELP WANTED

tions are available at www. morrowcountyhealthdistrict.org, at the Patient nication skills with close Business Office at Pioneer Memorial Hospital, 541-676-9133. EEOE. 2-1 2c



Recruitment Coordinator Morrow County Health District is seeking applications for a full time Recruitment Coordinator. The Recruitment Coordinator will work under the guidance of the Human Resources Director to recruit for needed staff for all departments of Morrow County Health District. \$26.02 - \$29.44 with increase after 4-month probationary period. duties include working with the HR Director to develop recruitment advertising for print media, professional websites, online job listing sites and the District website, posting open positions internally and externally,

lated fairs and events. The Recruitment Coordinator must be task driv-

tracking open positions and

representing the District at

various career and job-re-

HELP WANTED

en and have professional The City of Heppner Pubwritten and verbal commuattention to detail. Must have excellent organizational skills and the ability to work within a close-knit team. Good writing skills with spelling, punctuation and grammar required. Must be skilled in general office operations and be proficient in using Microsoft Office programs including Excel, Word and Publisher.

Excellent benefits package including medical, dental and vision insurance coverage for employee, employee and spouse, or employee and children at no cost. Family coverage options also available. Pre-employment background check and drug screen required. Complete job description, Application and benefits list available at www.morrowcountyhealthdistrict.org and the Patient Business Office at Pioneer Memorial Hospital, 541-676-9133. EEOE. 2-1-2-c

cruitment is opened until MORROW COUNTY HEALTH DISTRICT

HELP WANTED

lic Works is seeking a Utility Worker. The employee would be able to operate light to heavy equipment and some physical labor. This is a full time position and the employee is expected to work overtime with additional pay as needed, to handle emergencies and to be on call. The position pay is depending on certifications held, qualifications and possession of a CDL. The starting salary will be \$17-\$22 per hour DOQ. Benefits worth up to \$16,000 per year with annual wage increases included. Applicants must be at least 18 years of age, possess a valid Oregon driver's license and have the ability to obtain a CDL

within 6 months of being Prospective employees are required to send a resume to the City of Heppner. A complete job description is available at Heppner City Hall or on our website at

filled. EOE Please submit inquiries and

cityofheppner.org.

HELP WANTED

resumes to City of Heppner, PO Box 756, Heppner, OR 97836. Phone: 541-676-9618 or email to heppner@cityofheppner. org. 2-8-TFN c

PUBLIC NOTICE

IN THE CIRCUIT **COURT OF THE** STATE OF OREGON FOR MORROW **COUNTY PROBATE DEPARTMENT NO-ED PERSONS**

TICE TO INTEREST-In the Matter of the Estate of Stephen Elmo Jay, Deceased, Case No. 22PB11491. NOTICE IS HEREBY GIVEN that the undersigned has been appointed personal representative. All persons having claims against the estate are required to present them, with vouchers attached, to the undersigned personal representative, Christopher Edward Dalles, Oregon, within four months after the date of first publication of this

be barred.

personal representative, or the lawyers for the personal representative, Jeffrey M. Wallace, TIMMONS LAW PC, PO Box 2350, The Dalles, Oregon 97058. Dated and first published on January 25, 2023. Isl Christopher Edward Jav, Personal Representa-

PUBLIC NOTICE

may be affected by the pro-

ceedings may obtain addi-

tional information from the

records of the court, the

tive. TIMMONS LAW PC Attorney for the Personal Representative PO Box 2350. The Dalles, Oregon

Published: January 25, February 1, 8, 2023 affid IN THE CIRCUIT **COURT OF THE STATE** OF OREGON

FOR THE COUNTY OF **MORROW CASE NO. 23PB00390** NOTICE TO INTER-**ESTED PERSONS** Jay, P. O. Box 2350, The IN THE MATTER OF THE ESTATE OF WAYNE HENRY

SCHNELL, deceased notice, or the claims may NOTICE HEREBY GIVEN THAT All persons whose rights William J.L. Vandermolen