

651 Help Wanted



LIBRARY DIRECTOR

The City of Umatilla is recruiting for a Library Director. This position requires a Master's degree in library science from an ALA accredited school, and five years of progressively more responsible professional library experience, including at least three years of supervisory experience. The position also requires demonstrated experience in information technology and automated library services. Must have a valid driver's license or have ability to acquire. Must pass a background check. Salary is \$53,568-\$68,340/year DOE. City is asking applicants to turn in a cover letter, resume and city application. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to the Finance & Administrative Services Director. Open until filled, first review August 6, 2021. EOE/AA.

651 Help Wanted



Confederated Tribes of the Umatilla Indian Reservation- Dept. of Administration- Office of Finance

Financial Services Manager
\$70,000 to \$85,000 annual DOE/DOQ

Full Time with complete benefit package Background Check Required/Exempt. This position for the Confederated Tribes of the Umatilla Indian Reservation is to perform general accounting functions, maintain accounting records and other related duties of the Tribal Office of Finance. This will be the primary person responsible for maintaining financial records for CTUIR Grants and Contracts. Work requires sound knowledge of accounting principles and procedures, general regulations of federal grants and contracts. Position is open until filled. For Employment Application or Vacancy Announcement please visit the Tribes website at <https://ctuir.org/career-opportunities/> or call (541)429-7180 Position is open until filled.

651 Help Wanted

Ione School District #2
WE ARE HIRING!
Licensed:
**AG Teacher,
Secondary Math Teacher,
PE Teacher,
Part Time Preschool
Teacher**
Classified:
Head of Maintenance
For application instructions please visit <https://intermountain.tedk12.com/hire>



Confederated Tribes of the Umatilla Indian Reservation

Office of Information Technology Secretary II
\$15.00-19.00 per hour DOE/DOQ Part Time with limited benefits, 20 hours per week, background check required. Provide administrative support for the Office of Information Technology and its programs. Administrative duties would include answering telephones, managing and drafting correspondence, filing correspondence and other items, processing purchase requisitions, ordering supplies and other purchases, tracking departmental budgets, developing and submitting departmental reports, making travel arrangements for staff and assisting in preparation of travel reports, taking minutes at staff meetings, record keeping, assisting in the preparation, processing and tracking of time sheets, and other related tasks. For Employment Application or Vacancy Announcement please visit the Tribes website at <https://ctuir.org/career-opportunities/> or call (541)429-7180

651 Help Wanted

Wilbur-Ellis.
For 100 years, Wilbur-Ellis has been a leader in the agriculture industry. Our branch in Boardman is looking for a Class-A CDL Driver. This is a local, home every night position. If you have a clean driving record, positive attitude and a great work ethic, we are looking for you! Join our team and enjoy our great benefits, competitive pay and a drug-free work environment. This is year-round work with over time during our peak seasons. Apply online at wilburellis.com/careers or call the office directly at 541-481-9349.



Confederated Tribes of the Umatilla Indian Reservation
Department of Public Safety-Umatilla Tribal Police Dept.

Police Officer
\$51,431.16-\$54,002.742 annual DOE/DOQ Full Time with the benefits package-Safety Sensitive/Non-Exempt. Performs law enforcement and crime prevention work, including patrol, and investigation. Enforce federal, state, and local laws.

Communications Officer
\$36,986.04-\$50,238.22 annual DOE/DOQ Full Time with the benefits package-Safety Sensitive/Non-Exempt. The Communications Officer is directly responsible for the operation of all office radio and telephone communications equipment, maintaining a close watch on patrol activities in the field, and for the general office need of the agency. The Communications Officer also dispatches fire/medical emergencies.

Positions are open until filled. For Employment Application or Vacancy Announcement please visit the Tribes website at <https://ctuir.org/career-opportunities/> or call (541)429-7180

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651 Help Wanted

OFFICE AND NEWSROOM ASSISTANT

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Primary responsibilities include:
Smart and proactive support for our newsroom. This requires good communication skills and a high level of ability to carry out multiple tasks throughout the day.

Professional, prompt and thorough interactions with walk-in and phone customers on all matters, including classified, display and legal advertising, subscriptions, business and news questions, coverage requests and news tips.

Preparing content for publication, including collating business data; proofreading advertising and news; typing; downloading submitted materials such as legal notices, law-enforcement reports, calendar items, weather data and the whole gamut of local items that appear in our publications.

Assisting advertising customers by connecting them with the sales team and assisting with information on special projects such as Round Up and Parent Magazine.


Minimum qualifications: Ability to work with minimal supervision and in a team environment. Ability to perform multiple tasks simultaneously and accurately. Proficiency in word processing, electronic communication, spreadsheet and database software. Excellent phone skills, good spelling and grammar.

This full-time position works 37.5 hour work weeks, Monday through Friday, in our downtown Pendleton office.

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651 Help Wanted



JM Eagle of Umatilla, Or. The world's largest plastic pipe company is seeking a **CLASS A CDL TRUCK DRIVER** for our fast paced shipping department. Full time hours will vary daily Monday-Friday. Must have a current medical card and clean driving record. Hourly wage DOE, excellent benefits, paid holidays. \$500 signing bonus based on NO ABSENCES, NO TARDINESS and NO DISCIPLINARY ACTION. New hires will receive \$200 after 60 working days and \$300 at the end of 6 months. Apply in person at 31240 Roxbury Rd, Umatilla, OR 97882 or send resume to: branditurner@jmeagle.com

101 Legal Notices

**EO- 11510
IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF UNION**

In the Matter of the Estate of **Jackie Sue Hughs, Deceased.**
Case No. 21PB05641

NOTICE TO INTERESTED PERSONS
First Published on July 14, 2021

NOTICE IS HEREBY GIVEN that **Kimberly I. Leggett** has been appointed personal representative in the above described proceeding. All persons having claims against the estate are required to present them, with vouchers attached, to the personal representative by mailing them to 2100 Alder Street, #1, La Grande, OR 97850, within four months after the date of first publication of this notice, or the claims may be barred. All persons whose rights may be affected by the proceedings may obtain additional information from the records of the court, the personal representative, or the personal representative's attorney, Richard G. Hobbs, PO Box 101, Lostine, OR 97857.

Published: July 14, 21, 28, 2021

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