

Action Ads - Call 429-9410

HELP WANTED

From page 16
structures through field inspection. Calculate market values. Maintain records, and files regarding appraisals. Requires knowledge of addition, subtraction, multiplication, division, using fractions, decimals, and percent, communication skills. Some knowledge of fundamental principles of real property law. Equivalent to High School plus two years college with course work in business administration, agriculture, forestry, engineering or allied; or two years relevant work experience, or any satisfactory combination. Must possess valid driver's license and be insurable under County's liability coverage. Must pass State Property Appraisal Trainee test within six months of appointment.
DESIRABLE: Associate degree in property appraisal or real estate tech or four-year degree in business administration, agriculture, forestry, engineering or allied. General knowledge of County areas, citizens, etc. Applications available at Columbia County Civil Service office, 270 South 1st St., St. Helens, OR 97051 or by calling (503) 397-3874 and leaving a message with name, address, phone number and announcement number. Application must be returned to Civil Service Of-

HELP WANTED

rice no later than 2:30 p.m. July 27, 1994.
IMPORTANT: Mail application to Columbia County Civil Service, County Courthouse, St. Helens, OR 97051.
Columbia County is an equal opportunity employer.
DIRECTOR, GENERAL SERVICES & EMERGENCY MANAGEMENT Announcement #252. Salary: \$3009-3811. Develop, implement and monitor department goals, policies and procedures to provide support services within County, e.g. supplies, purchasing, contract and risk management, communications and information services, mail room and facility management. Administer County's emergency management program, including planning, training, disaster exercises, public education and ambulance service.
QUALIFICATIONS: Knowledge of communications systems, accounting, and general management fields. Thorough knowledge of emergency management principles and practices. Knowledge of supervisory principles and techniques. Equivalent to college education in business and public administration, urban planning, political science, or closely related field. Over six years experi-

HELP WANTED

ence in emergency management; or any satisfactory combination of experience and training which demonstrates ability to perform duties. Must possess valid driver's license and be insurable under the County's liability insurance.
DESIRABLE: Knowledge of emergency management systems and related agencies within County. Knowledge of telecommunications systems and two-way radio systems utilized within County. Applications available at Columbia County Civil Service office, 270 South 1st St., St. Helens, OR 97051 or by calling (503) 397-3874 and leaving clear message with name, address, phone number and announcement number. Applications must be in possession of Civil Service office no later than 2:30 p.m., July 27th, 1994.
IMPORTANT: Mail application to Columbia County Civil Service, County Courthouse, St. Helens, OR 97051.
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tial duties in support of General Services Department, including word processing, information compilation, programming and maintaining computer data base, operation of standard office equipment, and monitoring department programs and expenditures. Purchase, receive, stock supplies. Maintain worker's compensation files. Review software for application within County. Advanced knowledge of office procedures and practices; various word processing, spreadsheet and data base software sufficient to ensure compatibility and desirability for use within County; business English, comprehension, grammar and spelling. Recordkeeping; operation of standard office equipment. Equivalent to high school plus additional secretarial training and two years secretarial experience, or any satisfactory combination of experience and training which demonstrates ability to perform duties.
DESIRABLE: Knowledge of accounting principles, practices and methods. Knowledge of WordPerfect 5.0, QuatroPro 4.0 and Enable 4.0. Previous local government experience. Application materials available at Columbia County Civil Service office, 270 South 1st St., St. Helens, OR 97051 or by calling

HELP WANTED

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SUPPORT ENFORCEMENT COORDINATOR, Announcement #013-A. Salary: \$2237-2689. Perform activities to enforce child/spousal support payment collection. Interview and evaluate ability to pay; explain legal aspects of situation; negotiate orders; prepare files and papers for court; maintain records; prepare program budget. May provide legal secretary support to DA's department requiring knowledge of legal terminology, judicial process, court proceedings and documents, English, grammar, computer and word processing software. Equivalent to High School, plus specialized legal secretary training equal to two years college and over two years legal secretary experience, or any satisfactory combination.
Please see page 18

Call 429-9410 to place your ad in the only Service Directory in the upper Nehalem Valley.



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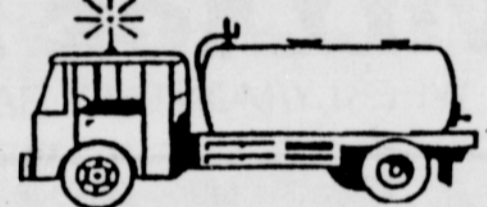
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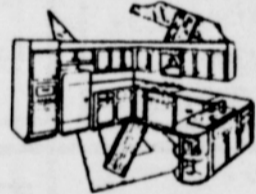
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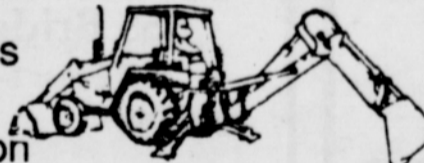
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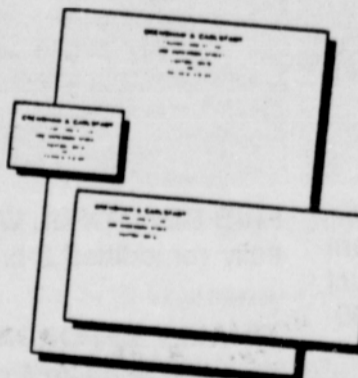
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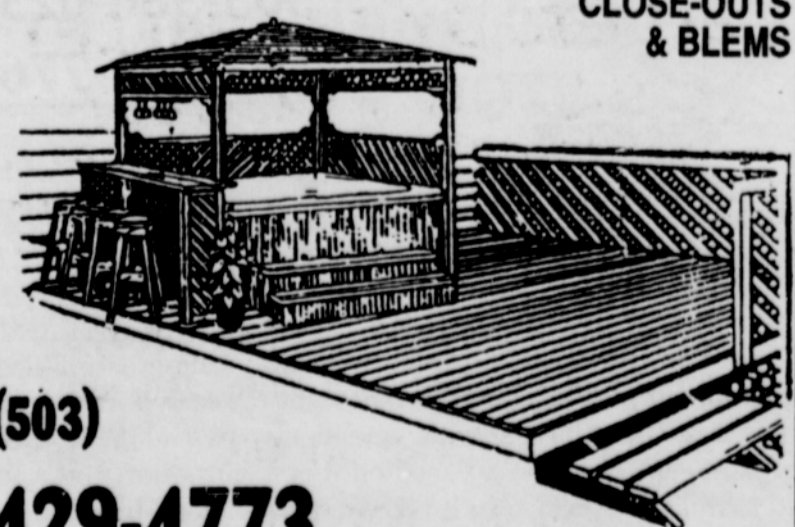
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