

The Commercial Fisheries Entry Commission is an Equal Employment Opportunity employer and encourages applications from women and minorities.

Publish: 2/29/84.(6998)

#### JOB ANNOUNCEMENT

This is a full-time position. The Coordinator is under the direct supervision of the Executive Director. This position coordinates Displaced Homemaker services with all components of TWC program.

Position: Displaced Homemaker Program Coordinator

Job Description: Coordination and administration of Displaced Homemaker Program including organizing recruitment and training, workshops, coordinating with other service agencies, preparing program reports, grant writing, employment and transitional counseling, hiring and supervising counselor/advocate.

Qualifications: BA degree or equivalent in Human Service field, job or volunteer experience in coordination of services, including administrative experience and public speaking. Ability to communicate effectively orally and in writing. Ability to meet reporting deadlines and knowledge of grant writing. Alaska Native and Displaced Homemaker preferred.

Salary: \$1,900.00 monthly plus 25% fringe benefits

Hours: 40 hours per week.

Closing Date: March 15, 1984.

Please send resume with 3 professional references to:

Margie Kormendy

DHP Coordinator

Tundra Women's Coalition

P.O. Box 1537

Bethel, Alaska 99559

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#### STATE OF ALASKA OFFICE OF THE GOVERNOR

The Division of Management, Office of Management and Budget, is currently recruiting for Staff Analyst, Senior Analyst and Manager positions in Anchorage and Juneau. Positions require initiative, creativity, and analytical/organizational abilities. Duties include management auditing, consulting, and recommending improvements in the management of many different types of State governmental offices and organizations.

Minimum qualifications for these positions include a Bachelor's degree in business, public administration, accounting, economics, finance, planning, management, computer science, political science or related disciplines, and from two to four years of increasing professional responsibilities. Candidates for manager positions must have superior skills in writing and making convincing presentations, and have proven supervisory experience.

Salaries are commensurate with experience starting at \$27,024 per year. A State of Alaska application form and current resume should be mailed to:

Personnel Office

Office of the Governor

Pouch A

Juneau, Alaska 99811

and must be postmarked no later than Friday, March 9, 1984. The Office of the Governor is an Equal Opportunity Employer and encourages women and minorities to apply.

es/1598  
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#### HOUSING COUNSELOR

Aleutian Housing Authority has a position opening for a Housing Counselor.

Minimum qualifications: 2 years of office experience in housing or equivalent (billings, filing, and collections).

Knowledge and exposure to the HUD Mutual Help Program would be helpful.

Ability to communicate well orally and in writing. Conduct, document, and evaluate individual and group counseling sessions.

Willingness to travel frequently.

Salary: DOE.

Application deadline: March 11, 1984. Submit resume and 2 letters of reference to: Arlene L. Patton, Administrative Officer, Aleutian Housing Authority, 1689 C St., Anchorage, AK 99501, (907) 276-2700 Ext. 23.

Notice is hereby given to all applicants that qualified Alaskan Native/American Indians will be given preference as per section 7(b) of the Indian Self-Determination and Education Assistance.

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#### JOB VACANCY

Position Title: Controller

Salary: \$38,000 to \$41,000 depending on experience.

Qualifications: B.A. in Accounting or Business with a minimum of five (5) years experience in financial management. Experience with financial aspects of non-profit corporations and administration of Government Grants and Contracts required. Experience with Alaska Native Contracts, BIA and IHS Contracts preferred.

Duties & Responsibilities: Provides general supervision and guidance to the accounting staff; is responsible for the completion of all financial reports required of the corporation and coordinates their transmittal both within and outside the corporation with the Vice-President of Operations; Provides on a monthly basis to the President a financial statement of the administrative budget, both income and expenses; Is the Chief Financial Officer of the Corporation and its principal liaison with the auditors; in coordination with the Vice-President, Operations, reviews all proposed original and modified budgets; in coordination with the Special Assistant provide for the maintenance and implementation of the corporation's property control system, and over-all control of corporate assets; to assure effective compliance with corporate investment policies; Provides general coordination of corporate risk management and its principal liaison with insurance carriers with the exception of employee benefits policies; performs other duties as assigned by the Executive Vice-President.

Supervision received: Executive Vice-President

Supervision Exercised: Provides direct supervision to the accounting staff

Application deadline: February 29, 1984

Send applications to:

MARGARET B. RUSSELL

Maniilaq Association

P.O. Box 256

Kotzebue, Alaska 99752

Maniilaq is an equal opportunity employer.

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#### JOB OPENING

Position: Realty Specialist I

Employer: Association of Village

Council Presidents, Inc.

Qualifications: 2 years general experience (3 years preferred). High school graduate. Familiar with the AVCP/Calista region. Ability to work with individual Native Land Owners, AVCP Village Councils and Village Corporations. Ability to interpret federal and state regulations. Knowledge of realty principles, ANCSA, Native Allotment Act, and Alaska Native Townsite Act. Ability to speak Yup'ik preferred.

Duties: Works under the supervision of the Realty Officer. Assists individual Natives in preparation of ownership of restricted and unrestricted lands in villages. Gathers heirship data for trust land estates. Prepares will and conveyance instruments for disposal of restricted property. Performs field investigations for obtaining evidence necessary in trespass cases and determination of Native landowners interests in requested sales. Travel to villages required. Performs other duties as assigned by the Realty Officer or designee.

Salary: Depending on Experience.

Send resume to:

GENE PELTOLA

Vice-President

AVCP

P.O. Box 219

Bethel, Alaska 99559

Note: Position is subject to Federal Native preference in hiring regulations.

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#### POSITION OPENING

The Alaska Court System has an opening for a Magistrate in Barrow.

Salary: \$43,206/year. Position is full-time and hours of court operation will be 8 a.m.-4:30 p.m. weekdays and on-call weekends, holidays and evenings. Duties are as prescribed by Alaska Statutes, Rules of Court, and as given by presiding judge of Second Judicial District. Minimum Qualifications: Must be 21 years old; a U.S. citizen; and a resident of Alaska for 6 months immediately preceding appointment. May not concurrently hold office in political party or engage in activities which might raise a conflict of interest. Law training is preferred. Applicants must meet minimum qualifications; the best qualified applicants will be invited to an interview. Applicants should submit an Alaska Court System magistrate application or personal resume to Judge Jeffery, Barrow Superior Court, Box 270, Barrow, AK 99723. Applications must be received in Judge Jeffery's

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