

# TUNDRA TIMES CLASSIFIED ADS GET RESULTS

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Minimum—2 lines.

## SECRETARY II

**THE JOB:**  
To work as a general office secretary and bookkeeper for Fairbanks T.V.A. Development, Inc., an Economic Development District, based in Fairbanks, Alaska. Must have a minimum of three years progressive stenographic, transcription and accounting experience. Occasional evening meetings.

**DUTIES:**  
Will perform a full range of clerical and bookkeeping functions with nominal supervision from the District's Administrative Assistant. Frequent responsibility for composition of routine correspondence for the District's Executive Director. Heavy file maintenance, agenda and minutes preparation, meeting scheduling, and some travel planning. Responsible for payroll of five employees and accounting for cash expenditures of a Federal grant.

**NECESSARY QUALIFICATIONS:**  
Thorough knowledge of the latest office practices, procedures, etc. Command of business English, spelling and bookkeeping. Familiarity with municipal administration, grant funding, research work, and local development programs particularly helpful. Consistent skill and speed in typing an absolute must. MTST experience highly desirable.

**EDUCATION:**  
High school and some college necessary for this position. Recent secretarial office practice courses very desirable.

Please send resume or contact no later than May 7, 1973:

Greg S. Thies  
Executive Director  
Fairbanks T.V.A. Development, Inc.  
510 Second Avenue  
P.O. Box 1267  
Fairbanks, Alaska 99707  
452-4761, Ext. 37

All resumes must be received no later than May 7, 1973 or until vacancy is filled.  
**AN EQUAL OPPORTUNITY EMPLOYER**

**SHAKLEE BIODEGRADABLE PRODUCTS** for home and industry, authorized distributors, 479-4174.

**EXECUTIVE SECRETARY** — Doyon, Limited is now accepting applications. Position requires previous secretarial experience, typing speed of 60 wpm and dictaphone experience. Liberal fringe benefits, vacation and sick leave time. This job will have an exciting future. Please apply in person at 102 Lacey Street, Phone 452-1746.

**RECRUITMENT BULLETIN**  
Executive Director for Alaska State Commission for Human Rights. Salary: \$1,969 per month. Location: Anchorage, Alaska. Minimum Qualifications:

Management and Administrative experience and practical experience which demonstrate a knowledge of the problems of minority groups and women, the enforcement of laws against discrimination and agency administration including personnel management, budgeting, and procurement.

Applications must be received by the Commission for Human Rights on or prior to May 15, 1973.

Applications must be filed with The Commission for Human Rights

520 MacKay Building  
338 Denali Street  
Anchorage, AK, 99501

Applications may be obtained from the Commission for Human Rights, Division of Personnel, or from any Alaska State Manpower Center.

The Alaska Federation of Natives, Inc., is taking applications for the following position in the Technical Assistance Program:

**Program Development Specialist:**  
Will be required to write proposals for business and educational training. Require knowledge of existing public and private resources. Do research in acquiring of program and planning information.

**Salary:** Depends on Experience.  
**Apply to:**  
Al Ketzler, Program Manager  
Alaska Federation of Natives, Inc.  
1675 "C" Street  
Anchorage, Alaska 99501  
(907) 274-3611

**Regional Director** required by Copper Valley-Tanana Development Corporation. A division of Rural Alaska Community Action Program Administrative training and demonstrated leadership ability desirable. Send complete resume or application to Nick Jackson, chairman, CVTDC P.O. Box 877, Copper Center, AK 99573. Recruitment closes May 9. Equal Opportunity Employer.

We often have vacancies for elementary teachers and teacher-aids; clerk-typists, social workers, engineers, and maintenance workers; as well as technical and administrative openings. For information on how to apply, write: Personnel Officer, Bureau of Indian Affairs, Box 3-8000, Juneau, Alaska.

## ANCHORAGE Hotels - Motels

Roosevelt Hotel  
539 H. St. 277-5541  
Ave. Sgl. with bath \$15

### LEGAL NOTICE



## EQUAL HOUSING OPPORTUNITY

### INVITATION FOR BIDS

The Alaska State Housing Authority will receive proposals for furnishing and erecting 20 units of housing in the following villages:

Noatak	10 Units
Deering	10 Units

The units are authorized under the State Bond Program, Remote Village Housing.

Proposals shall be for both villages shown above.

Proposals shall be submitted prior to 4:00 P.M. A.D.S.T., May 17, 1973 at the office of Alaska State Housing Authority, 903 West Northern Lights Boulevard, (P.O. Box 80), Anchorage, Alaska. Criteria and data for submittal of proposals may be obtained from the office of Alaska State Housing Authority upon payment of Twenty-Five Dollars (\$25.00) which sum will not be refunded.

Successful proposer/proposers may, at the option of Alaska State Housing Authority, be required to post a performance bond in the amount of 100% of his proposed price.

The Alaska State Housing Authority reserves the right to reject any or all bids or waive any informalities thereto.

Robert E. Butler  
Executive Director  
Alaska State Housing Authority  
P.O. Box 80  
Anchorage, Alaska 99510

Publish May 2, 9, and 16, 1973.

### LEGAL NOTICE



## EQUAL HOUSING OPPORTUNITY

### INVITATION FOR BIDS

The Alaska State Housing Authority will receive proposals for furnishing and erecting 20 units of housing in the following villages:

Anaktuvuk Pass	10 Units
Kaktovik	10 Units

The units are authorized under the State Bond Program, Remote Village Housing.

Proposals shall be for both villages shown above.

Proposals shall be submitted prior to 4:00 P.M. A.D.S.T., May 17, 1973 at the office of Alaska State Housing Authority, 903 West Northern Lights Boulevard, (P.O. Box 80), Anchorage, Alaska. Criteria and data for submittal of proposals may be obtained from the office of Alaska State Housing Authority upon payment of Twenty-Five Dollars (\$25.00) which sum will not be refunded.

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Anchorage, Alaska

Publish May 2, 9, and 16, 1973.

### LEGAL NOTICE

INVITATION FOR BIDS  
STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project S-0915(1), S-0918(1) and S-0927(1), Southeast Ferry Terminals at Kake, Hoonah, and Metlakatla described herein, will be received until 2:00 p.m., prevailing time, May 10, 1973 in the Commissioner's Office, Department of Highways, Island Center Building, Douglas, Alaska.

This project will consist of grading, drainage, and rock slope protection for approach roads and staging areas and construction of steel transfer bridges, dolphins, and ferry docking structures at Kake, Hoonah, and Metlakatla, Alaska.

Principal items of work consist of the following: "METLAKATLA": 26,000 cubic yards of unclassified excavation; 1,900 cubic yards of sub-base B; Class A concrete, reinforcing steel, transfer bridge and transfer barge, lump sum, all required; 610 linear feet of chain guard rail; 3 each, seven pile timber dolphins; 2,700 cubic yards of quarry-run rip-rap; shelter house and vault toilet; and miscellaneous items of work.

"KAKE": 26,000 cubic yards of unclassified excavation; 2,440 cubic yards of sub-base "B"; Class A concrete, reinforcing steel; 1,200 linear feet of 18" diameter, cast-in-place concrete piles and 16 pile anchors; 425 linear feet of chain guard rail; 3,800 cubic yards of quarry-run rip-rap; transfer bridge, steel dolphins, and transfer barge, lump sum, all required; one shelter house; and miscellaneous items of work.

"HOONAH": 11,000 cubic yards of unclassified excavation; 4,700 cubic yards of borrow; Class A concrete, reinforcing steel, transfer bridge, steel dolphin, and transfer barge; 1,600 linear feet of 18" diameter cast-in-place concrete piles and 16 pile anchors; 420 linear feet of chain guard rail; 2,900 cubic yards of quarry-run rip-rap; one shelter house and one vault toilet; and miscellaneous items of work.

All work shall be completed by January 1, 1974 at Kake and Hoonah and by April 1, 1974 at Metlakatla.

Plans and specifications may be obtained by all who have a bona fide need for them for bidding purposes from the Chief Design Engineer, P.O. Box 1467, Juneau, Alaska 99801. Plans may be examined at Department of Highway Offices in Anchorage, Fairbanks, Valdez.

B. A. Campbell  
Commissioner of Highways

Publish April 25, and May 2, 1973.

### LEGAL NOTICE

INVITATION FOR BIDS  
STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project S-0308(3), Naknek to King Salmon described herein, will be received until 2:00 p.m., prevailing time, May 10, 1973 in the Commissioner's Office, Department of Highways, Island Center Building, Douglas, Alaska.

This project will consist of grading, drainage, and crushed aggregate surfacing on 3.0 miles of roadway located between Naknek and King Salmon, Alaska.

Principal items of work consist of the following: 1,000 cubic yards of unclassified excavation; 14,000 cubic yards of borrow; 64 linear feet of 144" diameter structural plate pipe; 668 linear feet of 24" pipe conduit; 1,450 linear feet of beam type guard rail; 13,000 cubic yards of subbase, grading C; 13 culvert thaw wire installations; and miscellaneous items of work.

All work shall be completed in 150 calendar days.

Plans and specifications may be obtained by all who have a bona fide need for them for bidding purposes from the Chief Design Engineer, P.O. Box 1467, Juneau, Alaska 99801. Plans may be examined at Department of Highway Offices in Anchorage, Fairbanks, and Valdez.

B. A. Campbell  
Commissioner of Highways

Publish May 2 and May 9, 1973.

### LEGAL NOTICE

INVITATION FOR BIDS  
STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project G-10579, McGrath Local Service Road described herein, will be received until 2:00 p.m., prevailing time, May 10, 1973 in the Commissioner's Office, Department of Highways, Island Center Building, Douglas, Alaska.

This project will consist of grading and drainage on 0.8 miles of local service road at McGrath, Alaska. Items of work consist of 6,000 cubic yards of borrow, 2,400 cubic yards of selected material, and 240 linear feet of 18" pipe conduit. Mobilization is also included as an item of work.

All work shall be completed in 45 calendar days.

Plans and specifications may be obtained by all who have a bona fide need for them for bidding purposes from the Chief Design Engineer, P.O. Box 1467, Juneau, Alaska 99801. Plans may be examined at Department of Highway Offices in Anchorage, Fairbanks, Valdez.

B. A. Campbell  
Commissioner of Highways

Publish April 25, and May 2, 1973.

## SAVOY BAR

423 2nd

OWNER: CURLY LEVI

MANAGER: TOMMY FULLER

Delightfully Unique !

## JOHN B. COGHILL

UNION OIL DISTRIBUTOR

for Tanana and Yukon River Villages

also in the Nenana, Clear, Healy areas

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First

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Communities

## FAIRBANKS-ANCHORAGE-KENAI

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