

## CLASSIFIED

### HELP WANTED

STATE OF ALASKA  
EQUAL EMPLOYMENT  
OFFICER IV  
(Director of State EEO Office)  
Monthly Salary: \$3,048  
Position in: Juneau, Alaska

**JOB DESCRIPTION:** Under direction of the Administrative Assistant to the Governor, this position serves as the State Director of Equal Employment Opportunity. Supervises and manages the State's central EEO staff. Coordinates the activities of equal employment officers with the different departments. Establishes and conducts training programs in upward mobility, affirmative action planning, and other areas of equal employment opportunity. **MINIMUM QUALIFICATIONS:** This position is partially exempt. The desired qualifications are: one year of experience dealing with the problems of discrimination and/or fair employment and/or equal opportunity programs; familiarity with EEO law and regulation, especially Title VII, Executive Order 11246, and AS. 18.08; one year of supervisory or management experience; experience in training.

Send application or resume to:  
Thelma Thrasher, Acting Director  
State EEO Office  
Pouch A  
Juneau, Alaska 99811  
Recruitment closes June 30.

AN EQUAL  
OPPORTUNITY EMPLOYER

**SUBSCRIBE!!!**

### MAKING A WILL

A will is a legal paper describing what you want done with your property (land, home, snowmachine, etc.) after you die.

If you do not make a will the state decides who gets your property after you die.

Although it is best to use a lawyer, you can make a will yourself. Write down what you want done with your belongings after your death.

Be sure to date and sign the paper. This then becomes your will. If possible, have someone (other than people named in the will) witness you signing the paper and then have them sign their names below yours.

ALASKA LEGAL SERVICES

