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SECRETARY JI DUTIES: Performs complex admin-istrative duties and acts as personal assistant and confidential secretary. Duties require a high degree of inda-pendent action and knowledge of Al-coholism and Alcohol Abuse pro-grams; may ential travel and attend-ing meetings. May suppryse hourly clerical personnet. Takes and trans-ribes dictation, composes letters, answers rouline correspondence, pre-pares and signs inter-office forms, re quisitions and similar papers in su-pervisor's name. Sets up and main-tains a filing system, which may in-clude uncusual and confidential docu-ments. Receives callers, arranges for interviews and appointments and han-dies routine matters personally. Main-dians contact with public and private executives, professional persons and executives, professional persons and other officials. Maturity, tact and discretion in dealing with public and other employees is a necessary reguls

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other employees is a necessary requisite. QUALIFICATIONS: Four years ex-perience, or college education of such ievel and type as to demonstrate dis-tinct ability to handle responsibility and complex office procedures. Typ-ing and stenographic skills commen-surate with the demands of highly accurate dictation are required. Ex-perience should include secretarial work, or work of a related type of professional association. SALARY: DOE APPLY: Alaska Native Commission on Alcoholism and Drug Abuse, 528 9501 APPLICATION DEADLINE: August 12, 1974 An Equal Opportunity Employer



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THE FIRST important task of a new Alaska Governor is to hire his assistant's and the Department heads, and then to review and

approve their selections for Division heads. These key positions should not be filled to pay off a political debt or to satisfy a special interest. Nor, should political party membership be a deciding factor.

I believe that the principal qualifications of persons who fill these positions (and of the Governor, too) should be in order of importance: 1) honest, 2) technically able, 3) hard worker, 4) loves Alaska, 5) concerned about the future of the United States, and 6) recognizes the interdependence of all people and their resources.

What are your views? DONN HOPKINS FOR GOVERNOR No. 26. Paid by Donn Hopkins P.O. Box 80668, College, Alaska 99701

We share the second second

With over 1/2 the total U.S. coast line, and nearly 2/3 of the national continental 10. shelf. Alaska is one of the vorld's largest fishing grounds Long a major harvester of salcrab, and halibut. Alasmon ka's fishing industry is begin ning to realize that additional potential harvests lie in the wide variety of species of shrimp, scallops, clams and bottom fish available through the year.

Estimates place this total potential at ten times the current catch With the introduc-

tion of new methods, new ves sels, and improved processing techniques, Alaska fishing has a huge potential for growth. As longtime Alaskans, Standard Oil has worked with

the fishing community since before the turn of the century When Alaska's fishing fleet went from sail to power, we were there-setting up new fueling facilities and providing technical help to accomplish the change. Now thete are Chevron Marine Stations serv-ing the fleet from Ketchikan to Dutch Harbor and beyond.

Today's boat owners and processors depend on Chevron products to perform under the most extreme conditions. Chevron Delo Oils are famous for their performance in heavy duty marine diesels

Special greases and lube oils made only of ingredients approved by FDA for food machinery lubrication are specially developed to stand up to water and heat of can-ning operations.

Because we understand the rugged conditions faced by Alaskan fishermen, we make sure both fishing vessels and sure boin fishing vessels and processors get the products they need when and where they need them. Our tanker M/V "Alaska Standard", operating only

in Alaskan waters, is a vital source of transporta tion, supplying fuels to remote

locations under the most severe weather conditions on a year-round basis. Addition-ally, she has been very helpful in keeping a watchful eye for vessels in distress as she makes her rounds. We also know that Alaska's

fishing grounds need protec-tion from possible pollution by petroleum products, so we fol-

low stringent procedures to reduce the chance of spills and discharges into streams and bays. Ballast water, a ne-

ers, is carefully pumped ashore and cleaned of residue before being returned to ocean waters. Standard Oil has safely shipped petroleum products in and out of Alaskan ports in all kinds of weather for over 50 years



cessity in moving tank-

We're helping Alaska's fisheries catch more fish - all year'round.

Alaskans helping Alaskans Standard Oil Company

Standard Oil is working with Alaskans everywhere, from Ketchikan to Barrow, in petroleum, fishing, mining, tourism, government, ecology, education, forest indus-tries, construction, and transportation.

We're continuing to expand services, developing special products for Alaskan needs, ds, and working closely with the problems and concerns of all Alaskans. We've been helping pioneer Alaska since before the turn of the century. So we know how to help.

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