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Full Time8050

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Work from home, set own hours
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Full Time8050

**Bigfork Valley**
Hospital • Clinics • Communities

CODER / ABSTRACTOR
Busy, independent hospital
seeks coding specialist for full time
position. Experience in outpatient and
professional coding is preferred.
Requires a high school diploma or
equivalent and either RHIA/RHIT, CCS
or CPC or other similar credentials,
with 1-2 years of ICD-9, CPT and
HCPCS coding experience or is non-
certified with 3-5 years of ICD-9, CPT
and HCPCS coding experience.
Full time with excellent benefits
and a competitive salary.
EOE, AAP. Submit resume by mail
to: Human Resources Department,
P.O. Box 258, Bigfork, MN 56628.
By email: hr@bigforkvalley.org
(218) 743-3177
Where skill meets compassion.

Full Time8050

The International Falls Housing and
Redevelopment Authority,
Woodland Park Apartments is
seeking applications for the
position of **Deputy Executive
Director** effective January 1, 2014.

This person will become the **HRA
Executive Director July 1, 2014.**
This position is a fulltime position
of 40 hours a week.

Requirements include computer
experience with Microsoft Word,
Excel & QuickBooks, along with
excellent oral & written
communications skills. A complete
job description and schedule of
salary and benefits may be picked
up at the office, **1200 Riverside
Drive, International Falls, MN** or
call **(218)283-4114.**

**Resumes will be accepted until
Tuesday, December 3rd, 2013 at
the above office.**

Full Time8050

**Wagner
CONSTRUCTION**

Shop Mechanic Position
Job Responsibilities:
The shop mechanic will perform maintenance and repair of heavy construction equipment,
as well as, other construction equipment in accordance with manufacturer's specifications,
company and safety standards. The position is based in Northern Minnesota.
Primary Duties and Responsibilities:
Troubleshoot problems and repair heavy construction equipment.
Performs skilled mechanical repair work and overhaul of equipment.
Ability to understand hydraulic, electrical and air schematics.
Ability to weld mild steel and use oxy/acetylene torch.
Documents repairs and preventive maintenance in fleet data base.
Purchases necessary parts and supplies to accomplish repairs.
Prioritize work, establish deadlines and modify work schedules to meet those deadlines.
Maintain shop facilities in adherence to safety regulations.
Plans and organizes seasonal shop work according to changing demands and priorities.
Provides technical assistance or advice to machine operators.
Trains machine operators on general maintenance.
Maintain a current library of equipment maintenance manuals, schematics and lock-out
procedures.
Ensure equipment is equipped with log books, operating manuals and lock-out procedures.
Identify warranty issues and follow up with manufacturer and equipment manager.
Job Qualifications:
A minimum of 3 years' experience in the skilled mechanical repair of construction
equipment.
A valid driver's license and satisfactory driving record required; Class 'B' is a plus.
Ability to read and understand procedural instructions and manuals.
Ability to keep records and to prepare work and time reports.
Ability to understand and efficiently carry out instructions.
Ability to prioritize work and meet deadlines.
Provide basic hand tools for equipment repair.
Thorough knowledge of the occupational hazards and safety precautions of the work being
performed.
Physical Requirements and Working Conditions:
Works both indoors and outdoors.
Frequently performs physical activities that require considerable use of the arms and legs
and moving the whole body, such as standing, lifting, walking, stooping, bending, reaching
and handling of materials, equipment and tools.
Uses hands and fingers to operate equipment and tools involved in repairs.
Lifts, pushes, pulls, and carries heavy objects, machinery and tools.
Works around vehicles and machinery with moving parts.
Exposed to exhaust fumes, gasoline, and diesel fuel.
May be exposed to harsh weather conditions.
May be exposed to loud noise.
**This job description is not intended to represent a complete, comprehensive list of all
duties and responsibilities that may be required in this position. There may be
unplanned activities and other duties as assigned.**
"We offer a competitive salary and benefits package"
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The Company is an Equal Opportunity Employer

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**1960 ORIGINAL NIMROD**
totally restored
new oversized tires
wired with power cord
new mattress and
carpeted storage compartments
\$1,800
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**1992 SCOTTY CAMPER**
self contained, fridge, stove,
air, furnace, water heater,
shower, toilet, sleeps 6
\$3,500
See at 911 2nd Street
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**1999 20' GRADY WHITE BOAT**
open bow, canvas top, tandem trailer
2007 Suzuki 200hp outboard motor
with Mercury 8hp troller
\$16,500
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**American
Crystal
Sugar
Company**

Come and join our talented workforce! We have multiple openings at all 5 factory locations in the Red River Valley. Please visit our website at www.crystalsugar.com to view the minimum qualifications necessary and a detailed job description of these opportunities.

Electronic Control Technicians (ECT): Current wage starting at \$27.95/hr

Electricians: Current wage starting at \$27.88/hr

Boiler House Fireman/Foreman: Current wage starting at \$24.39 - \$26.90/hr

House Mechanic (Millwrights): \$24.90/hr

General Factory: Starting at \$14.73/hr

Packaging Technicians: Starting at \$15.74/hr

Factory Locations: Moorhead MN, Crookston MN, East Grand Forks MN, Hillsboro ND, Drayton ND

To apply, please complete a company application on our website:
<https://www.crystalsugar.com/employment/application.aspx>.
Please attach a cover letter and resume or send those documents directly to: careers@crystalsugar.com

Applicants are required to have at least a HS diploma or GED and must pass the entrance testing requirements, a pre-employment drug screen, and a criminal background check.

American Crystal Sugar Company is an Equal Opportunity Employer

Part Time8300

5 weekend shifts with 1 weekend off per month. Make approximately \$400.00 per month this way. Increase hours over time if you'd like. Relaxed, homey, ALL FEMALE group home. Call 283-9773.

Part Time8300

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Need extra cash?
Want flexible hours?
Want steady, part-time work?
No experience necessary!
Janitorial positions available.

Call to apply:
283-4775
Mon.-Fri. 9:00-4:00


**CITY OF LITTLEFORK
ADMINISTRATIVE ASSISTANT /
BOOKKEEPER POSITION**
PART TIME 27.5 HRS PER WEEK
This position requires previous experience in computerized accounting / bookkeeping and data processing. A complete job description and application are available on the city website: www.cityoflittlefork.com or may be picked up at: Littlefork City Hall, 901 Main Street, Littlefork, MN. Applications will be accepted through 4:30p.m., November 12, 2013. The City of Littlefork is an Equal Opportunity Employer.

**Crisis Line Advocates Needed!!!
FRIENDS AGAINST ABUSE**
Is in need of caring and compassionate volunteers to be on-call crisis line advocates for victims of domestic violence and sexual assault. Training provided. Please Call 218-285-7220.

**Help Wanted
FULL TIME MECHANIC**
Apply in person at: **Forestland**
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International Falls, MN 56649

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Under "Real Estate"**
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Part Time8300

**K
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and other flexible
hourly positions**
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careers


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Attendant**

Job Opportunities Available

Be part of our exciting new 24 unit Assisted Living complex!

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Apply online by November 18th
at: www.good-sam.com

For more information contact:
Danette Nixon
Senior Living Manager
218-283-1329

**Good Samaritan**
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EOE, Drug Free Workplace

Automobiles9911

Saturn SL2, one owner, excellent condition! 285-9220.

Recreational Vehicles9942

For sale: Youth ATV 125cc, new April 2011, good condition, \$500. 286-1145.

mcAn

Minnesota Classified Advertising Network

FOR SALE

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Installation included - any size double hung. Year around installation - financing available. True lifetime warranty product. Call 888/690-9892 or visit www.greensourcewindows.com

AUCTIONS

FARM LAND AUCTION

2 of 3 parcels selling with no minimum/ no reserve. 29.97 acres/development potential, 10 acres wooded/tillable, 62 acres tillable. Online auction closes Nov. 19. www.AllianceBid.com 763/262-5555 License # 86-79. Alliance Bid Inc.

HEALTH

IF YOU USED

the blood thinner Pradaxa and suffered internal bleeding, hemorrhaging, required hospitalization or a loved one died while taking Pradaxa between October 2010 and the Present. You may be entitled to compensation. Call Attorney Charles H. Johnson 800/535-5727

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All cars/trucks wanted. Running or not! Top dollar paid. We come to you! Any make/ model. Call for instant offer: 800/871-9145

MISCELLANEOUS

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Starting at \$19.99/month (for 12 mos.) & High Speed Internet starting at \$14.95/month (where available.) Save! Ask About same day Installation! Call now! 800/297-8706

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MISCELLANEOUS

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Call our advertising dept. today for details.

The Journal

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