

The Portland Observer JOB FINDER CLASSIFIED ADS

WANTED

A mature, responsible friend. With a good sense of humor to socialize with a 25 year old blind Black man. Prefer a Black male friend, but am flexible. Would like to go places with my friend twice a week. Call Dennis Lewis at work before 4 p.m. Mon-Fri. 238-8428 or between 5-9 p.m. call 282-5085.

MEDICAL SECRETARY/RECEPTIONIST

Experience typing and terminology. Send resume to: P.O. Box 4605, Portland 97208.

World's Best Comm-Elect Training Free!

The Oregon Air Guard is looking for a few good men and women! Must meet high physical and mental standards. High school grad or GED. Age 17-28. Vets welcomed. Call 8 a.m. to 8 p.m. Mon-Sat, collect 288-5611, Ext. 210 or 211. Earn while you learn!

An Equal Opportunity Employer

St. Joseph Community Hospital is now accepting applications for a Registered Nurse to work in alcoholism treatment center. Washington license and medical/surgical exp. required. Weekends and on call days. Contact Employee Relation, St. Joseph Community Hospital, 206-256-2166, 600 N.E. 92nd Ave., Vancouver, WA. 98663.

An Equal Opportunity Employer M/F

Tektronix Opportunities

Food Service Attendant

On call, temporary cafeteria work available both day and swing shift. Prior experience in food preparation and serving helpful. These jobs can lead to permanent positions.

Key Punch Operators

We have immediate permanent openings for swing shift Key Punch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with 129 IBM card punch or Idrave key to disc desirable.

Part Time Assembler

Part Time positions available for electronic assembly work. Good vision and the ability to do detailed work required. Training will be provided.

Clerk Typist

Will perform diversified clerical, statistical, skilled duties. Average typing ability required.

Secretary

Will perform advanced secretarial, stenographic and clerical duties. Two years secretarial training or experience required. Above average typing ability, and shorthand or transcription skills necessary.

Benefits include liberal insurance and retirement programs, educational support and profit sharing plan.

Apply at Tektronix Industrial Park or write to TEKTRONIX, INC., P.O. Box 500, F. Beaverton, OR 97007.

An equal opportunity employer employer m/f



Industrial Relations

Immediate opportunities at Kaiser Aluminum & Chemical Corporation in the fields of Labor Relations and Personnel Relations.

Personnel

Requires three to five years' experience in industrial setting as a generalist. Responsibilities involve recruiting, employee orientations, training and affirmative action. Prefer undergraduate degree.

Labor Relations

Initial responsibilities will be commensurate with prior experience. Will be directly involved with grievance handling, negotiations and contract administration with two local unions.

Send detailed resume to: Kaiser Aluminum & Chemical Corporation, Attention: D. Gillard, Trentwood Works, P.O. Box 15108, Spokane, WA 99215.

an equal opportunity employer m/f/hc

"One Person Can Make a Difference"

KAISER ALUMINUM & CHEMICAL CORPORATION

ACCOUNTING CLERK

Requires 1-2 years' office exp., 10 key-by-touch, some accounts receivable/payable exp.; data processing background preferred; work on a Data Point would be desirable. Duties include coordinating data entry for the receivable/payable systems, reconciling general ledger accounts, accounts receivable analysis report, credit and collections work.

Requires a minimum of 2 years' secretarial exp. with accurate typing. Should know basic secretarial procedures with good grammar a must. You will work for sales and marketing group typing reports, general office machines, miscellaneous clerical duties plus work as switchboard relief operator.

SECRETARY/RECEPTIONIST

Requires a minimum of 2 years' secretarial exp. with accurate typing. Should know basic secretarial procedures with good grammar a must. You will work for sales and marketing group typing reports, general office machines, miscellaneous clerical duties plus work as switchboard relief operator.

For consideration, please apply in person at 6208 Ensign St., Portland. We are an Equal Opportunity Employer.

CROWLEY MARITIME

Research Assistant for laboratory study of properties of sea water. Advanced degree in physics or chemistry; exp. in laboratory work and computing; some background in electronics and some capability in scientific writing. \$13,000/yr. Apply to Dr. Douglas Caldwell, School of Oceanography, OSU, Corvallis, OR. 97331.

An Affirmative Action/Equal Opportunity Employer

CALL FOR SUB-BIDS

Request for sub-bids on nine (9) Post Office remodels. USPS Control Number 549952-77-A-0050. Bid information is available by contacting (503) 227-1651 (Steve). Bids are due 9/8/77 by 3:00 p.m., HCL, Portland, Oregon. We are an EEO Affirmative Action Employer.

Notice of non-Discriminatory policy as to students

Pacific New School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admission policies and other school-administered programs.



SINGLE?

Maybe you haven't tried the right place. Free surprise gift for stopping by.

Call Lynn 235-1970.

Borean Child Care Center

4822 N. Vancouver Avenue

A Practical Child Development Program

Ages 2½ - 7 years
Openings - CSD - 4C - Private

Call 281-0530

SECRETARY/RECEPTIONIST

We are looking for a mature, calm, personable individual to act as sec/recep for the Center for Community Mental Health's Day Treatment Program. A non-profit mental health service for chronically or severely, emotionally disturbed adults. Duties include all receptionist functions, maintaining files, some work with numbers, letter composition, office management. Typing 45 wpm. Salary \$600 per month.

Send resume to: Personnel 6329 N.E. Union Portland, OR. 97211

Minorities are encouraged to apply.

CITY OF PORTLAND BUYER

\$1,194 approx. starting rate

This is technical work involving the review and filling of purchase orders to acquire services and supplies necessary for the City's operations. Buyer is responsible for evaluating and processing purchase requests, researching and identifying vendor resources, advising City personnel on bid specifications, and reviewing and evaluating bid proposals to recommend the proper award. For more detailed listing of duties see the announcement and attachment for this specific position. Candidates must possess knowledge and skills relevant to the work of a buyer and other knowledge and skills as listed on the job announcement. Women and minorities urged to apply.

APPLY

Portland Civil Service Board 510 S.W. Montgomery St. Portland, OR. 97201

Before September 8, 1977.

An Equal Opportunity Employer

EARN EXTRA MONEY

Part-time, 2 hrs. a day from your home. Call 289-8748.

JOB ANNOUNCEMENT

ACCOUNTANT

MAJOR EMPLOYEE BENEFITS:

Agency-paid premiums for group life insurance policy. Partial payment of health insurance for employee. Ten (10) paid holidays per year. Fifteen (15) days paid sick leave per year. Fifteen (15) days paid vacation after one year and twenty (20) days paid vacation after two years, maximum accrual.

HOURS OF WORK:

The normal work week consists of forty (40) hours. Because of the nature of the Community Services Administration Program, emergencies may occasionally arise which necessitate overtime work. It is considered a part of the professional staff's responsibility to work over the normal forty hours per week when needed.

QUALIFICATIONS:

Applicant must have experience in maintaining a complete double-entry set of accounts and supporting records. Applicant must have experience in working with a computerized accounting system and be able to prepare financial statements. Applicant should have experience in governmental or non-profit organizational accounting and be able to prepare budgets. Applicant must have the ability to work with persons from varying backgrounds and ethnic compositions.

SALARY:

\$800 to \$850 per month, limited to 20% increase over previous salary.

DUTIES AND RESPONSIBILITIES:

To review all work performed by others with proper back-ups. To assist in internal audits and annual audits. To perform other accounting duties as requested by the controller and trouble shooting.

APPLICATIONS MUST BE RECEIVED BY OR POST-MARKED ON MONDAY, SEPTEMBER 2, 1977.

Interested applicants should apply at:

220 N.E. Russell Street
Portland, Oregon 97212
Telephone: 288-8391

CRIME PREVENTION REPRESENTATIVE I

\$6.35 per hour starting rate

This is community service and public contact work in the Portland Police Bureau. Employees organize and conduct Crime Prevention meetings with neighborhood groups, schools, businesses, civic and special interest groups. The work involves an average of four, three-hour night meetings each week. Employees may also perform work on weekends. Requires knowledge of the Criminal Justice System, writing and public speaking skill. Women and minorities urged to apply.

APPLY

Portland Civil Service Board 510 S.W. Montgomery St. Portland, OR. 97201

Before 5:00 p.m. August 26, 1977.

An Equal Opportunity Employer

CITY OF PORTLAND STENOGRAPHER CLERK

\$3.33 per hour to start

Steno-clerks take and transcribe dictation; type letters, reports, minutes and statistical information from draft or dictation equipment; file material and records; xerox, collate and distribute various documents; answer the telephone; and act as receptionists. Candidates must certify their ability to type 40 wpm from straight copy and to transcribe material dictated at 80 wpm. The examination will consist of a written test weighted at 100%. Women and minorities urged to apply.

APPLY

Portland Civil Service Board 510 S.W. Montgomery St. Portland, OR. 97201

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITIES

MULTNOMAH COUNTY

GARAGE ATTENDANT

\$729 per month. Performs janitorial duties and services automobiles for the Division of Public Safety. To qualify applicants must have three months exp. Performing automotive tasks or any combination of exp. or training which demonstrates the ability to perform the work.

POLICE RECORDS CLERK I

\$866 per month. Performs clerical duties including receiving, writing, typing, and coding police reports, enters data into computer. To qualify applicants must have nine months clerical office exp. OR two years training in secretarial science at a college or university OR graduated from a business school secretarial science program of at least nine months duration.

PROPERTY CONTROL CLERK

\$866 per month. Performs manual and clerical work related to receiving, storing and warehousing, releasing and disposing of evidence and found property in the Division of Public Safety. To qualify applicants must have six months exp. in store-keeping or warehousing work.

MEDICAL TECHNOLOGIST

\$1,030 per month. Responsible for conducting quantitative and qualitative tests on laboratory specimens according to written quality control procedures. Duties involve the performance of a variety of tests in areas of bacteriology, serology, hematology, urinalysis and others. Work requires a high degree of accuracy in analyzing samples and reporting results. Work may also include performing some duties of microbiologists when time permits. To qualify applicants must have a Bachelor's Degree in a science field plus one year exp.

MENTAL HEALTH PROGRAM COORDINATOR

Mental and Emotional Disabilities

\$1,458-\$2,048 monthly. Starting salary is negotiable to \$1,753 per month depending upon qualifications. Responsible for identifying needs related to mental and emotional disability and for developing or revising programs to address these needs. Duties include needs assessment, planning, resource identification, and program development. To qualify applicants must have a Bachelor's Degree in the social services field and 4 years of exp. in an area related to mental and emotional disabilities or a Masters Degree and 3 years of exp.

WHERE TO APPLY: Multnomah County Personnel Office, 426 S.W. Stark, 7th Floor, Portland, OR. 97201. Phone: 248-5015.

WHEN TO APPLY: Applications must be on file in the Multnomah County Personnel Office no later than 4:30 p.m., Friday, September 2, 1977.

An Equal Opportunity Employer

El Caudado de Multnomah oficina Igualdad de Oportunidad en Empleo

BUCHER

"GALLERY OF HOMES" OCKLEY GREEN GRADE

Well kept 3 bdrm home w/basement. Many attractive features. Large driveway & patio. Room for RV's & trailer. Cyclone fenced back yard. \$35,000. Call Amy Swoboda 256-2396, even 256-2521.

BUCHER REALTY, INC.

Services

FURNACE REPAIRMAN

Gas and oil check-up, 20 yrs. exp. with major oil co. Low rates, 24 hr. service. Call 656-0458.

Lawn and odd jobs - 656-0458.

LAMAR'S SMOKE HOUSE

Visit your local Head Shop for all your smoking needs. Open daily, 11:00 a.m. to 6:30 p.m. 3519 N.E. Union

MRS. C's WIGS

We can help you look your best on all occasions. Your hair does make a difference. Visit us at NE 7th and Fremont.

For singles only. Action-packed introductions. Call June 235-1970.

WANTED

Volunteer driver with Oregon license and good driving record to drive shuttle bus to Oregon State Penitentiary for afternoon visiting hours. This service - sponsored by the prisoners - would provide an opportunity for relatives and friends to visit more frequently. Call 283-2486.

Correspondence: Incarcerated male, age 33 - Virgo. Professional musician (flutist). Now studying Business Law. Write to: Phillip D. Jacobs, 134174, Box 45699, Lucasville, Ohio 45699.

PORTLAND CLEANING WORKS

NORTH & N.E. PORTLAND
ONE DAY SERVICE

Minor Repairs - No Charge
Pick-up & Delivery

282-8361

KNIT BLOCKING OUR SPECIALTY
3955 N. Williams Ave.
N. Alexander, Proprietor