

**WANTED**  
Full-time Child Care Worker wanted to begin 9/1/78. Phone 236-8492.

**WANTED**  
Half-time Child Care Worker wanted from 2:30-6 pm beginning 8/28/78. Phone 236-8492.

**HELP WANTED**  
Stenographer Clerk: examination to establish eligibility for present and future job opening. Work involves general clerical tasks including taking and transcribing dictation, typing, filing, office management and interaction with public. Applicant should have accurate clerical skills, be able to operate office machines, and good public relation skill. Salary \$756-920/month (to be adjusted).

Applications available from Milwaukie Civil Service, 10722 S.E. Main St., Milwaukie, OR. 97222. Deadline August 25th, 5:00 p.m.

*An Equal Opportunity Employer*

**CITY OF PORTLAND**  
**LEGAL SECRETARY**  
\$4.63 Starting rate. Primarily responsible for the rapid and accurate typing of legal documents, e.g., complaints, answers, demurrers. Works as a member of the secretarial pool within the Office of the City Attorney.

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

No later than Friday, August 18, 1978.

*An Equal Opportunity Employer*

**ENGINEER**  
Civil Engineer to teach courses in C.E., to teach in C.E. Technology, surveying, drafting, statics, concrete, hydraulic, estimate and contracts, and photo interpreter. Requires 3 years experience in surveying, and general C.E. industries in addition, prefer but not necessary, degree in C.E., or P.E. license, and teaching experience. Salary range \$12,000-14,340 for entry post start Sept. 18, 1978 for 1 academic year only. Apply by August 25, for complete application information call:

Personnel  
Mt. Hood Community College  
26000 S.E. Stark  
Gresham, OR. 97030  
667-7200

*An Affirmative Action/ Equal Opportunity Employer*

**GENERAL ACCOUNTANT**  
B-D Drake Willock internationally recognized manufacturer of artificial kidney machine system. have immediate opening within our finance dept. for general accounting. Qualified candidate should be able to: perform account analysis; reconcile subsidiary ledgers; maintain 6 assets controls; assist in month end closing, and financial statements preparation. Qualified candidate should have a BA/BS degree, with major in accounting, and 1 to 2 years general accounting experience. For prompt consideration please call or apply to:

B-D Drake Willock  
13520 S.E. Pheasant Ct.  
Portland, 97222  
659-3355

*An Equal Opportunity Employer*

**SECRETARY**  
\$725-946 per month with excellent fringe benefits. Challenging and responsible position in planning dept. requiring excellent typing and shorthand skills, 2 years recent secretarial experience, ability to deal effectively with the public is essential, some night meetings involved. Send resume to: Personnel Office, City of Lake Oswego, 342 N. State Street, Lake Oswego, OR. 97034.

**SECRETARY**  
Medical Secretary instructor to teach courses in Medical Secretary, Medical Assistant, and Medical Receptionist programs. Requires minimum 3 years experience related directly to these fields. Prefer but not necessary bachelor degree in business education or secretarial science proven teaching preferred, not required. Salary range \$12,580-14,340 for entry level starting Sept. 1978 for 1 academic year only. For complete application information call:

Personnel  
Mt. Hood Community College  
26000 S.E. Stark  
Gresham, OR. 97030  
667-7200

*An Affirmative Action/ Equal Opportunity Employer*

**YOUTH JOBS/TRAINING**  
**TRY THE JOB CORPS**  
It is a fact that you need training and education for a successful career. You may have discovered that there are other requirements: Commitment, self-discipline and an ability to relate to people in many walks of life.

**JOB CORPS** provides an excellent opportunity for young men and women to accomplish these goals, if they are between the ages of 16 and 21. You are helped to achieve by committed and sympathetic instructors and counselors. Just as important, you will have the support of enthusiastic fellow corpsmembers.

If you did not find what you were looking for in High School — If you have found that you are not prepared for a full involvement in the everyday world, **WE CAN HELP.** Many have succeeded in both vocational AND academic careers. Our Centers have had as high as a 90% placement record.

Please contact the **JOB CORPS SCREENER** at Oregon State Employment Division 229-6067, 410 S.W. Columbia (State Office Building).

*An Equal Opportunity Employer*

**AUTO FOR SALE**



1960 T-Bird. A classic collectors item, with P/S, P/B, radio, heater, factory 3 speed, and Borg-Warner overdrive. Mag wheels, black with black vinyl top.

**\$2595**

Call 282-0929, ask for Booker.

## Portland Observer JOB FINDER

**CITY OF PORTLAND**  
**EMERGENCY COMMUNICATIONS DIRECTOR**  
Approx. Mo. Salary \$1,881 to Start  
**\$1,995 After 1 Yr.**

Management level work involving directing and coordinating the activities of the City of Portland-Multnomah County Emergency Communications Center. Plans and directs operations and maintenance of a computerized communications system and facilities whose primary users are law enforcement agencies. Develops and implements policies and procedures, directs preparation and administration of budget, and negotiates inter-agency agreements. Supervisory control is exercised over all Center personnel including law enforcement personnel.

Applicants must not have a record of criminal conviction which would compromise their eligibility to be granted access to police records information.

The selection process will consist of an evaluation of each candidate's qualifications to determine those who will be invited to an interview weighted 100%.

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

No later than August 11, 1978.

*An Equal Opportunity Employer*

**MANAGER OF BUDGETS & FINANCE**  
The Port of Portland has an immediate vacancy for a Manager of Budgets and Finance. Starting salary range \$23,400-\$27,000. Must have extensive financial experience in business or government, with working knowledge of budget, cost control, bond sales, investments and cash management. Requires working knowledge of data processing systems and operations, plus excellent communications skills. Send resume to Personnel Office, Port of Portland, P.O. Box 3529, Portland, or apply in person at 700 N.E. Multnomah, 15th Fl. Deadline for applications is 5 pm, Monday, August 14, 1978.

*An Equal Opportunity Employer*

**HOUSING SERVICE COORDINATOR**  
Handle rent collect, housekeeping, inspections, and lease work. Routine clerical, resolve complaints. Req. BA or equiv. work exp. \$849/mo. and fringes. To apply bring resume to the Housing Authority of Portland, 1605 N.E. 45 by 4 pm, 8/15/78.

*An Equal Opportunity Employer*

**HELP WANTED**  
Six people wanted to shine shoes 5 days a week. Good pay. For information call T & T Shoe Shine Box, 282-8674.

**CITY OF PORTLAND**  
**POLICE RECORDS CLERK I**  
\$4.12/hr. to Start  
\$4.40/hr. After 6 Mos.

General clerical work related to the processing and maintenance of information reported to the Portland Police Bureau. Work involves typing, operating a teletype and computer terminals, maintaining complex files and providing related services to members of the Police Bureau and the public.

Applicants must be able to pass a typing test, and be available for work on day, evening and night shifts, weekends and holidays, possess a valid State driver's license by date of employment, not have a record of criminal conviction which would compromise their ability to be granted access to police records.

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

Open continuous examination.

*An Equal Opportunity Employer*

**PROGRAM COORDINATOR**  
Multi-cultural outreach program coordinator, 20 hrs./week, \$372.80/month. Working with a group running a Women's book center to expand the community we serve. Please call 226-0848 or come by for more info. 1300 S.W. Washington, 10 to 6, Tues.-Sat.

**MANAGER OF FINANCES**  
The Port of Portland has an immediate vacancy for a Manager of Finances. Starting salary range \$19,100-\$22,000. Requires extensive experience through progressively responsible positions in credit collections, investment practices, and bondings. Also requires demonstrated supervisory ability and knowledge of local banking and investment policies. Send resume to Personnel Office, Port of Portland, P.O. Box 3529, Portland, or apply in person at 700 N.E. Multnomah, 15th Fl. Deadline for applications is 5 pm, Monday, August 14, 1978.

*An Equal Opportunity Employer*

**HELP WANTED TYPIST**  
Downtown insurance company has opening for accurate typist. 55 wpm minimum and transcribing experience preferred. Full-time or part-time. Excellent salary, benefits and working conditions. Call Ms. Hinkhouse, USF&G Company, 221-0221.

*An Equal Opportunity Employer M/F*

**NEWSPAPER DEALER**  
Commission. Write D. Danford, Box 32323, 2605 State Street, Salem, OR. 97310.

Ron Miles School of Airbrush. Learn to paint by air. For info call 235-7653.

**FOOD PROGRAM COORDINATOR/PART-TIME**  
Administrator for a N.E. neighborhood in-home food program. Should have good communication skills, ability to work well with people, math aptitude and knowledge of nutrition and health. Familiarity with day care home support systems and the Columbia - Piedmont community desirable. Must have valid ODL & car. Hours vary from 10-20 per week at \$5.00 per hour.

To apply send resume to:  
Neighborhood Options in Child Care  
c/o Personnel  
6329 N.E. Union Ave.  
Portland, OR. 97211

(Applications must be received by August 15, 1978.)

**SALES CLERK**  
Full-time, 40 hours a week with 1 weekend day. Experience preferred. Some typing, good benefits. *An Equal Opportunity Employer.* Call 248-5906.

**PROJECT COORDINATOR**  
The Port of Portland has an immediate vacancy for a Project Coordinator. Starting salary \$10,300. Requires previous experience in accounting-related work plus ability to work with little supervision. Must pass logical, number oriented, problem solving skills. If qualified, call Monette Avery, Personnel Office, 233-8331, ext. 436.

*An Equal Opportunity Employer*

**RESEARCHER 5**  
Salary Range: \$1580-2018  
Limited Duration Position  
Dept. of Human Resources  
Mental Health Div.  
2575 Bittern St. NE  
Salem, OR. 97310

Researcher 5 lead position in a Manpower Development Project funded by the national Institute of Mental Health. Primary responsible for developing, organizing, assigning and supervising the work of this project. Includes assessing existing Manpower conditions and developing strategies designed to correct identified Manpower problems. Applicant must demonstrate knowledge and skill in the management of human service delivery systems. To make application contact the Mental Health Div., Manpower Development Office, at 378-2695. Applications must be received by August 25, 1978.

*An Equal Opportunity Employer*

**PBX/RECEPTIONIST**  
7:30 am-4:30 pm, Monday-Friday, outgoing, personable applicant needed for busy dimensional PBX. Receptionist to administrator office. Type 40-50 wpm, 1 yr. previous experience required. Apply YMCA, 2831 S.W. Barbur Blvd., Portland, 97201. Deadline for application 8-21-78.

**CITY OF PORTLAND**  
**RECREATION INSTRUCTOR I - GENERALIST**  
Starting Salary \$6.56 hr.

Responsible for developing, teaching and evaluating recreation programs in the areas of sports, games, physical fitness, and arts and crafts. May be assigned to either a Portland Park Bureau Community Center or a Community School within the Portland School System.

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

No later than August 11, 1978.

*An Equal Opportunity Employer*

**PERSONNEL SPECIALIST**  
\$1309 per month federal funded employment/training program. Education/experience: BA with formal training in Personnel field; 2 years experience in Personnel field; knowledge of federal rules/policies in hiring and recruitment; experience in selection processes. Responsibilities: develop and maintain for recruitment, selection, hiring, orientation, maintenance and termination of personnel. Need not be CETA eligible; available for personal interview. Refer to Job #AD-25. Resumes to: Mult-Wash CETA, 806 S.W. Broadway, 325, Portland, OR. 97205. 248-5192. Closes August 14, 1978, 5 pm.

*An Equal Employment Opportunity Employer*

**SECURITY**  
On-sight construction security person needed evenings. Must have own car. Security background helpful. Vancouver area, must be bondable. Call 285-1072 ask for Sharon.

**PORTLAND STATE UNIVERSITY**  
**ASSISTANT PROFESSOR OF EDUCATION**  
The School of Education at Portland State University invites applications and nominations for the position of Assistant Professor of Education in elementary school Reading and Language Arts.  
**RESPONSIBILITIES:** Teaching responsibilities in the areas of reading and language arts in elementary school. Teaching responsibilities will be primarily with undergraduates. Supervision of field experiences. Opportunity for summer teaching optional. Advising, committee assignments and program development are shared responsibilities of all faculty.  
**QUALIFICATIONS:** Earned doctorate preferred in elementary education with a major emphasis in reading and language arts. Successful experiences in teaching grades K-8. Evidence of related publications and scholarly research.  
**DESIRABLE CHARACTERISTICS:** Successful teaching at university level. Study and experience with bilingual, bicultural in reading and language arts.  
**APPOINTMENT:** Nine months, Fixed Term, 1.00 FTE. **SALARY:** \$16,000. **EFFECTIVE DATE:** September 16, 1978.  
**CLOSING DATE FOR RECEIPT OF COMPLETE APPLICATION FILE: AUGUST 21, 1978.**

Contact:  
Dr. Ronald G. Petrie  
Dean, School of Education  
Portland State University  
P.O. Box 751  
Portland, Oregon 97207

Candidates will be considered only upon receipt of a complete application file consisting of: (1) letter of application, (2) vita, and (3) placement file or equivalent. The candidate is responsible for forwarding and complete application file to the University.

Portland State University is an equal opportunity (M/F) affirmative action employer. All interested persons are encouraged to apply.

## 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.

**Keypunch Operators**  
We have immediate permanent openings for swing shift Keypunch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with 129 IBM card punch or Inforex 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-P, Beaverton, OR 97077. An equal opportunity employer m/f.



**POLICE DISPATCHER CLERK**  
The examination to establish eligibility list for present or future job openings. Receive and transmit emergency and routine police messages. Dispatches personnel and equipment, maintain radio log, and other records. Must work under stress and exercise, good judgement in emergency consideration. No hearing or speech impairment. Purposed salary \$832-1013 per month, D.O.Q. full benefits. Applications available from Milwaukie Civil Service, 10722 S.E. Main Street, Milwaukie, OR. 97222. Deadline August 25th, 5:00 p.m.

*An Equal Opportunity Employer*

**SECURITY OFFICER**  
Graveyard/swing shift, full-time, 2 years of law enforcement or security experience. Completion of 2 years of college may be equated to 1 year of experience. The Security Officer is responsible for working with the Chief of Security in providing protection of the physical plant and equipment, the safeguarding of staff and students of the college, and controlling of all vehicle parking on college property. Public relations is an important aspect of the job. The Officer shall perform other related duties as assigned by the Chief of Security. \$946 per month. Application deadline August 17.

**RECORDS CLERK**  
Full-time, 12 months per year. Typing 40 wpm, knowledge of the English language, high school graduate or equivalent, 1 year previous experience, and ability to organize and keep track of small details.

Salary: \$738 per month.

**SECRETARY I**  
Evening Admission Office  
Half-time, 10 months per year. 3:30-8:30 pm, Mon-Thurs, salary \$361 per month. Typing 50 wpm, Good grammar and spelling skills, high school graduate, ability to communicate with general public, telephone experience, one year previous secretarial experience, and ability to respect confidential information.

Contact:  
Clackamas Community College  
Personnel Office  
19600 S. Molalla Ave.  
Oregon City, OR. 97045  
656-2631, ext. 227/228

*An Equal Opportunity/ Affirmative Action Employer*

**INFORMATION & REFERRAL SPECIALIST**  
Full-time temporary 6 month position. Good communication skills, knowledge of area resources, 2 years college or equivalent, \$742 month. Apply or send resume to: 4-C, 1110 S.E. Alder, Portland. Closing August 18.