

Portland Observer JOB FINDER

SOCIAL WORK AID
Multiple responsibilities including scheduling medical appointments, transporting children and infants. Apply Boys and Girls Aid Society, 222-9661 weekdays 9-5.

An Equal Opportunity Employer

INSURANCE

SERVICE REPRESENTATIVE

OPS BLUE SHIELD
Has immediate desk openings for individuals who enjoy providing customer service. Exposure to medical terminology and health insurance claims beneficial. Customer service experience and ability to work under pressure required. Excellent benefits. Contact Pam Smith, 243-7406.

*An Equal Opportunity Employer
Handicapped Welcome*

YOUTH IN JOBS PROGRAM

If you are looking for a job and are 16-21 years old, unemployed, out of school, live within the City of Portland, have low or no income, call 248-5844 for employment information related to your personal interest. You must hurry, because there is a limited number of positions available in this new program and program registration ends June 4, 1979. Call 8 am-5 pm, Monday-Friday.

CITY OF PORTLAND HYDROPOWER CONSTRUCTION DIRECTOR

Salary negotiable

The City of Portland, Oregon is seeking applicants for position of Hydropower Construction Director to supervise construction of hydroelectric power generating facilities. Requires extensive knowledge and experience directing construction and inspection activities of hydroelectric power projects. Knowledge of construction impacts on water quality essential. Registration as Professional Engineer in State of Oregon required within six months of appointment. Position will terminate in 3 years upon scheduled completion of project. Starting date July 15, 1979.

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

No later than Wednesday, June 6, 1979.

An Equal Opportunity Employer

ORGANIST

Hughes Memorial Methodist Church needs an organist to play on Sundays and other special occasions. Call Austin Ray 281-2332 or 284-5072. \$100 per month.

CASHIER

\$788-\$1006/month, 3 yrs. exp. office work with knowledge of cashing and accounting principles, H.S. grad. supplemented by courses in business practices or equiv. comb. of exp. and training.

ELECTRICIAN

Unified Sewerage Agency, \$1374/month with periodic step increases, 4 yrs. exp. in industrial electrical work and H.S. grad or equiv. comb. of exp. and trng. Must be licensed as a general journeyman electrician and possess a valid Oregon Chauffeur's License.

ASSISTANT COUNTY COUNSEL FOR WASHINGTON COUNTY

The County Counsel's Office is the legal advisor to the Board of County Commissioners. Applicants must be law school graduates and members of the Oregon State Bar. No experience required but consideration given to applicants with experience in municipal law. Call 648-8747 or send resume to: County Counsel, 150 N. First Avenue, Room 401, Hillsboro, Oregon 97123. Resumes accepted until June 8, 1979.

Apply for Electrician and Cashier positions at Washington County Personnel, Room 305, 150 N. First Avenue, Hillsboro, Oregon 97123. *An Equal Opportunity Employer*, women and members of minorities urged to apply.

CITY OF PORTLAND HIGH CLIMBER

\$1,366 approx. mo.

Will climb trees using ropes and saddle or hooks and safety straps methods. Will also operate variety of equipment including: boom trucks, chain saws, chippers, stump cutters and hand tools common to trade. Must be able to identify tree surgery and cavity work, pruning, cabling and bracing and related work.

APPLY

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

OPEN CONTINUOUS

An Equal Opportunity Employer

CITY OF PORTLAND SIGN REVIEW SPECIALIST

\$1,475 approx. mo.

Professional level, planning-related work. Responsible for providing technical staff support work to Sign Review Committee and Planning Bureau. Prepares and presents comprehensive reports and recommendations at public hearings on sign design, construction and placement matters. Extensive public contact, awareness of current trends in sign industry and relevant legislation.

APPLY

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

No later than Monday, June 4, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND COMMUNICATIONS RESEARCH ANALYST

\$19,947 approx. yearly

Complex research, technical, planning and analysis in electronics and communications. Responsibilities include budgetary and statistical analysis and data collection in support of short and long range communication needs. Duties include developing planning models, analysis of communication systems, evaluation of new technology and writing comprehensive reports. This position is presently funded for one year.

APPLY

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510 S.W. Montgomery St.
Portland, OR. 97201

No later than Monday, June 4, 1979.

An Equal Opportunity Employer

DRAFTING TECHNICIAN/CIVIL

Experience in preparation of plans for sewers, water systems, water and sewage treatment plants, pumping stations, and roads. Send resumes to:

STRAAM Engineers, Inc.
5525 S.E. Milwaukie Ave.
Portland, OR. 97202

Equal Opportunity/Affirmative Action Employer

Auto

MAZDA TECHNICIAN
Too much work, not enough mechanics. Top pay, excellent benefits to right person. Contact Vince Siravo, McKee Pontiac 656-5285.

Tektronix Opportunities

Food Service Attendant

On call, temporary cafeteria work available both day and night. 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 Intorex 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/h.

Tektronix
COMMITTED TO EXCELLENCE

JANITORIAL

Custodians

At Intel, we've achieved our success by providing good people with a genuine opportunity to put their talents to work - and be rewarded for it. The expansion of our Hillsboro and Aloha facilities has created the need for experienced custodians.

You must be familiar with all phases of custodial work: scrubbing, waxing and buffing tile floors. Carpet care and general housekeeping duties are also required.

Intel offers complete medical and dental coverage, and paid vacations.

For immediate consideration, please mail or apply in person to Intel Corporation, Dept. 22BK-2, 3585 S.W. 198th Avenue, Aloha, Oregon 97005. *An Equal Opportunity Employer m/f/h.*

intel

HOUSEKEEPER

Full-time, 4 days on, 2 days off shift. Insurance, paid holidays, other benefits. Contact Raleigh Care Center, 292-4488.

AFFIRMATIVE ACTION - STAFF DEVELOPMENT MANAGER

\$21,486-\$28,188 (Negotiable-Depends on Qualifications). Multnomah County seeks a management level individual to plan, organize, and control its Affirmative Action program and other County-wide staff development activities.

Applicants must have demonstrable experience in preparing an effective AA plan, developing policy recommendations, conceptualizing and implementing programs to overcome barriers to Equal Employment Opportunity. In addition this individual will manage the County's recruitment and management training activities.

This position offers an exciting opportunity and an excellent fringe benefit package. For further information, contact:

Multnomah County Personnel Division
426 SW Stark, 7th Floor
Portland, Oregon 97204
(503) 248-5015

Applications accepted through June 18, 1979.

An Equal Opportunity Employer

MATERIALS

Expeditors

Our Hillsboro and Aloha facilities currently have openings for expeditors. For details, see our large ad in today's section under "CLERICAL".

An Equal Opportunity Employer m/f/h

Intel

NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

The Oregon Episcopal School admits students of any race, color, national and ethnic origin to all the rights and 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 and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school - administered programs.

Registration for the 1979-1980 school year are now being accepted.

Oregon Episcopal School
6300 S.W. Nicol Rd.
Portland, OR. 97223
246-7771

Secretarial

SERVICE SECRETARY

Challenging, full-time position for a professional secretary desiring diversified duties in our Lloyd 500 Building location. If you have 1 to 2 years of marketing experience, this job is for you. Salary commensurate with experience and excellent company paid benefits.

Clerical

MAIL ROOM CLERK LLOYD AREA

Distribute Division mail; relieve switchboard operator; processes telecommunications; photocopies; occasional typing. 6 to 12 months general office experience required.

Please contact our Human Resources Department to apply:

B-D Drake Willock
500 N.E. Multnomah, Suite 1300
Portland, OR. 97232
659-3355

Equal Opportunity Employer m/f/h

CLERK TYPIST

Part-time, 20 hours per week, \$378 per month. Type 35 wpm, driver's license required. Call Yvonne 249-5533 at Housing Authority of Portland for applications. All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, sexual orientation, or political affiliation.

An Equal Opportunity Employer

CAFETERIA MANAGER

Part-time position preparing lunch, including ordering foodstuffs and making soups, salads, and sandwiches. Oregon Regional Primate Research Center 645-1141.

An Equal Opportunity/Affirmative Action Employer

CENTRAL OFFICE SECRETARY

\$861/month. Two positions. One year training or experience in secretarial work. Type 45 wpm, knowledge of recordkeeping systems, responsible for timely and accurate processing of contracts, receptionist duties, filing, work with minimum supervision. Need not be CETA eligible. Must be available for personal interview. REFER TO JOB #AD79. Closes June 8, 1979, 5 pm. Resumes to Mult-Wash CETA Consortium, 806 SW Broadway, Suite 325, Portland, OR. 97205.

An Equal Opportunity Employer

CITY OF PORTLAND GOLF COURSE SUPERINTENDENT

\$1,390 approx. mo.

First line supervisory work in maintenance of an assigned City golf course. Responsible for instruction and supervision of crew of workers engaged in care and maintenance of course, playing grounds, equipment, and facilities. Includes planning, supervising, and assisting in work associated with: mowing, watering and maintenance of grounds; planting, fertilizing and maintenance of turf; and repair and maintenance of equipment and facilities. Will also order supplies and materials, keep records, assist in personnel and cost estimates for budget, keep time records and make work reports. Under general direction of Golf Courses Mgr.

APPLY

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

No later than Monday, June 11, 1979.

An Equal Opportunity Employer

JOB & TRAINING OPPORTUNITIES

The Training & Employment Division of the City of Portland is accepting applications beginning Monday, June 4 for a training program with a major electronics company opening a new plant in Portland. After completing 16-32 weeks of compensated training you will be placed on a rotating shift schedule at the new facility. Starting wages after completion of training and placement will be up to \$6 per hour + fringe benefits for jobs related to crystal growing, slicing and polishing. While no experience is required a strong desire to train and work in a job with a growing future is essential.

To schedule an in-take appointment call 248-5848 or come to 310 SW 4th Ave., 2nd Fl., Board of Trade Bldg. between 9 am and 4 pm, Mon-Fri. You will be expected to bring documents to verify eligibility including unemployment status, 18 or older, U.S. citizen or an alien with a work permit, economically disadvantaged and a resident of the City of Portland. Minorities, veterans, displaced homemakers, women and the handicapped are encouraged to apply. The Training & Employment Division is an *Equal Opportunity Agency*.

LAUNDRY WORKER

Part-time, 16 hrs. per week. Contact Raleigh Care Center, 292-4488.

NOTIFICATION OF FUND AVAILABILITY No. OR16-0037

The Department of Housing and Urban Development will accept Preliminary Proposals for newly constructed housing units under the Section 8 Housing Assistance Payments Program, to be located in Salem SMSA (All of Marion and Polk Counties).

Proposals may be submitted by private owners or Public Housing Agency (PHA) Owners for direct contracting with HUD, or by PHAs on behalf of Owners with whom the PHA proposes to contract pursuant to an Annual Contributions Contract with HUD.

Contract authority in the amount of \$36,120 is being made available to provide assistance for an estimated 10 units for the elderly and handicapped, and \$124,730 in contract authority is being made available to provide assistance for an estimated 4 units for large families (3 or more bedrooms) and 27 units for other families.

Proposals must be received by 4:00 P.M. on July 9, 1979. This deadline may be shortened or extended by HUD. In such case HUD will notify all parties who have previously registered with the field office requesting such notification.

Submission deadlines shall not apply to Proposals for projects in which the number of assisted units will be limited to 20 percent or less of the dwelling units. However, such proposals received after the deadline will be reviewed only if sufficient contract authority remains from this Notification to fund the proposal.

Appropriate instructions, forms and other program information are contained in a Developer's Packet which may be obtained from the Portland Area Office, Housing Division, Cascade Building, 520 S.W. 6th Avenue, Portland, Oregon 97204.

BANK

TELLERS

Part-time and full-time tellers throughout Metro Portland area.

SECRETARIES

Immediate openings for Sr. Secretaries in Headquarters Dept. Excellent typing and telephone skills required. Salary commensurate with experience.

CLERK TYPISTS

Immediate openings in Headquarters Dept. Typing, filing, telephone work and additional responsibilities. Requires 40-45 wpm typing.

PROOF OPERATORS

Immediate full-time openings for Proof Operators in downtown locations. Will train persons with 10-key skills. Swing Shift with variable hours. Minimum starting salary \$600 mo. + 9% shift differential.

Excellent employee benefits and pleasant working conditions. Why take just any job when you can start a career with FIRST.

Apply in person 10 am to 2 pm, Tues. through Fri.

First National Bank of Oregon

1300 SW 5th 13th Floor
An Equal Opportunity Employer

MISCELLANEOUS

STUFF MAIL ENVELOPES!!

\$250.00 Profit per thousand possible! Offer-details Rush stamped addressed envelope: Universal-A457, X16180, Fort Lauderdale, FL 33318.

NEEDED

Man in prison, with no one to care, would like so very much to hear from someone; for that would erase some of the loneliness that I am faced with. Anyone please write: Willie R. Hardison, P.O. Box 607, Carson City, Nevada 89701.

FOSTER HOME NEEDED

A foster home is immediately needed for a 12-year-old Black girl within the tri-county area.

This girl is a product of a broken home and is in need of a family where both father and mother are present and willing to actively become involved with her.

Catholic Services for Children will be responsible for her board and room payments and for clothing, medical and dental needs.

If interested, please contact Joe Colistro at Catholic Services for Children, 228-6531.

CLERICAL

Opportunities at Intel Hillsboro/Aloha

Intel. A very special company with a history of unduplicated achievement and a commitment of providing good people with a genuine opportunity to put their talents to work - and be rewarded for it. The expansion of our Portland area facilities has created the following opportunities to become involved in an informal, highly positive, and most important, professional environment.

Expeditor

Requires 1-2 years' experience in production control with exposure to engineering change control procedures in a manufacturing environment. Basic understanding of shop loading and capacity planning helpful. Must be able to lift and move materials and maintain accurate accounting of physical location of material.

Engineering Clerks

Requires 1-2 years' experience solid clerical experience in engineering of manufacturing environment. You will be typing memos, reports, charts, and routine record maintenance.

Shipping/Receiving/Traffic Clerks

Requires minimum 1 years' experience in shipping/receiving policies and practices. Electronics experience desirable.

Inventory Clerks

Requires 1-5 years' experience in manufacturing environment. Experience in stores and/or production control desirable.

Material Control Clerks

Requires 1-2 years' clerical experience, preferably in high volume production control or manufacturing environment. You must be able to type accurately. Key punch and/or CRT terminal experience desirable.

Intel offers complete medical and dental coverage, and paid vacations.

For immediate consideration, please mail or apply in person to Intel Corporation, Dept. 22BK-1, 3585 S.W. 198th Avenue, Aloha, Oregon 97005. *An Equal Opportunity Employer m/f/h.*

intel