

Portland Observer JOB FINDER

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 Infotec 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.



ENERGY.
We can't afford
to waste it.

VOCAL MUSIC INSTRUCTOR

Masters Degree from an accredited college with emphasis in vocal music. Minimum of 3 years successful teaching experience at the secondary or college level, or its equivalent. Must be able to recruit, organize, instruct and prepare student groups for performances in the following areas: college choir, swing choir, private vocal instruction, and teach other music and/or related classes. **Starting Date:** September 10, 1979. **Salary Range:** \$7,103. **Deadline:** July 21.

BUSINESS INSTRUCTOR/ASSISTANT WOMEN'S BASKETBALL COACH, ASSISTANT MEN'S TRACK & INTRAMURALS DIRECTOR

Full-time, 9 months per year. Must have Master's Degree in Business. Successful experience as instructor of business courses. Successful coaching and/or playing experience in a variety of sports. Must be able to instruct classes in the business administration/business/business technology curriculum. Courses most likely to be taught would be accounting courses. Serve as women's assistant basketball coach, men's assistant track coach, and intramural director. Responsibilities include assisting in coaching, recruiting, scouting, conditioning, and training of team members. **Starting Date:** September 10, 1979. **Salary Range:** \$14,184-\$17,316. **Deadline:** July 20.

GENERAL EDUCATION INSTRUCTOR

To teach 20 hours per week for 11 weeks September 24-December 14. Prepare high school dropouts to take G.E.D. examinations. Classes are sponsored by Clackamas Community College in cooperation with the Clackamas County Youth Commission. B.A. or B.S. degree. Experience in teaching problem students preferred. **Starting Date:** September 24, 1979. **Salary Range:** \$14.51 per hour or \$3,148 for the 11-week term. **Deadline:** July 21.

BUSINESS INSTRUCTOR/WOMEN'S HEAD TRACK-CROSS COUNTRY COACH, RECRUITER WOMEN'S SPORTS

Full-time, 9 months per year. Instruct classes in the business administration/business technology/supervisory training curriculums. Serve as women's head track and cross country coach and be responsible for coordinating recruiting for all women's sports. Responsibilities include coaching, recruiting, scouting, conditioning and training team members, recommending budget, scheduling and equipment needs. Bachelor's degree, preferably with a major in business. Successful experience as an instructor of business courses in the past five years. Two years successful experience within the past five years, in occupation directly related to courses most likely to be taught. Three years of successful track coaching experience preferably at the college level. **Starting Date:** September 10, 1979. **Salary Range:** \$14,184-\$17,316. **Deadline:** July 20.

Contact:

CLACKAMAS
Community College

Personnel Office
19800 S. Mollalla Ave., Oregon City, Or. 97045
656-2631, Ext. 318

Clackamas Community College is an Equal Opportunity/Affirmative Action Employer

ATTORNEY

LEGAL AIDE - Civil Litigation (Housing, Consumer) High qualifications required. \$12,600 to \$15,000 depending upon experience. Send Resumes to J.R. Forester, 310 S.W. 4th, Portland, OR. 97204.

An Equal Opportunity Employer

LIBRARY ASSISTANT

Permanent full-time assistant for daily operation and routine functioning of a Scientific Library. Minimum 2 years college and 1 year responsible library experience. Oregon Primate Research Center, 505 N.W. 185, Beaverton, 645-1141 ext. 251.

An Affirmative Action/Equal Opportunity Employer

PSYCHIATRIC SECURITY AIDES

For new State Hospital Corrections Treatment Section, for prisoner patients in a locked setting whose treatment relates to developmental or psychiatric problems of sexual offenses. Duties include supervision and management of daily routine and treatment activities of patients. Prefer experience working with criminal justice clients or other experience in a residential treatment setting. LPN's are encouraged to apply. Contact Personnel Officer, Oregon State Hospital, 2600 Center St. NE, Salem, OR. 97310, phone 378-2340.

An Equal Opportunity Employer

CITY OF PORTLAND PAINTER

\$1,725 approx. mo. Skilled work at journeyman level preparing & painting interiors & exteriors of structures, using brush, roller or spray gun. May involve work in high places and knowledge of use of ladders, scaffolding, swing scaffolds & boson chairs required. Work also includes varnishing, staining & shellacking furnishing, doors, mouldings & floors; mixing & matching paint colors; and other varied duties. Position available now is for approx. 5 to 6 months per year work. Transfer to a full year permanent position may be made when one becomes available.

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

No later than Monday, July 9, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND LIBRARIAN

\$1,102 approx. mo. Professional work directing operation of specialized reference & research library. Will establish criteria for & direct the acquisition, retention, indexing, shelving, announcing and circulation of books, periodicals, and documents. Will also assist in locating reference materials; controlling budget; and performing administrative tasks.

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Portland, OR. 97201

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An Equal Opportunity Employer

REVENUE AGENT I

Salary range \$970-\$1,238. Collect money primarily by telephone owed to the State, maintain records, work with public. Position offers excellent career growth. **Requirements:** passing score on written examination, knowledge of collection law, practice and principal, public relation skills, ability to review financial and legal papers, ability to communicate orally and in writing. Must be able to work under stress.

To Apply
Write and request formal application (form PD-100) by July 9, 1979 from:

Dept. of Revenue Personnel
404 State Office Bldg.
Salem 97310

An Equal Opportunity/Affirmative Action Employer

Clerical

BILLING CLERK Lloyd Area

Enter foreign and domestic customer orders, invoice customers after shipment of orders, and issue credit memos all this use of computer terminal. Six months experience in "On-Line" computer terminal required and general office experience with typing and 10-key skills.

For further information please contact our Human Resources Dept.:

B-D DRAKE WILLOCK
500 NE Multnomah,
Suite 1300
Portland, Oregon 97232
(503) 659-3355

An Equal Opportunity Employer

CITY OF PORTLAND FIRE FIGHTER

Monthly Rate: \$1156.00
Starting: \$1189.00 in six months; \$1371.00 in one year; \$1456.00 in two years; \$1574.00 in three years; \$1622.00 in four years; \$1692.00 in five years.

The City of Portland offers career opportunities with the Portland Fire Department. Applications may be filed at the Portland Civil Service Board Office, 510 S.W. Montgomery St., Portland, Oregon, Monday, July 2, 1979, through Monday, July 16, 1979.

Applicants must be 21 years old prior to employment, and be no older than 25 if a non-veteran and 30 if a veteran; must be in good physical condition and able to meet all established medical requirements.

The Portland Fire Department offers excellent employee benefits, including: pension, family health and dental, vacation, sick leave, and life insurance.

Larry Harper, Fire Bureau Recruiter, will be holding preparation workshops every Saturday, starting June 30, 1979, and running through September 22, 1979. They will be held at Portland Community College, Stadium Center, 1736 S.W. Alder St., from 10:00 a.m. to 1:00 p.m. in order to increase your chances of success on the examination, these work shops are a must.

An Equal Opportunity Employer

FREE CATALOG



For a free government catalog listing more than 200 helpful booklets, write: Consumer Information Center, Dept. B, Pueblo, Colorado 81009.

CITY OF PORTLAND CITY PLANNER III - TRANSPORTATION

\$1,714 approx. mo. Professional level transportation planning; developing policy statements and strategies based on issues including traffic flow, mass transit, para-transit alternatives, & capital improvements. Will write and present reports to City Council Planning Commission and legislative hearings under the direction of Chief Planner.

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

No later than Friday, June 29, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND COMMUNICATIONS RESEARCH ANALYST

\$19,947 approx. year

Complex research, planning & analysis in electronics and communications; including budgetary analysis in support of communication needs; developing planning models, analysis of communication systems, and evaluation of new technology. For more information call Roger Johnson or Chuck Taylor at (503) 248-4348.

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

No later than Friday, June 29, 1979.

An Equal Opportunity Employer

BANK

CAREER OPPORTUNITIES

With the NW's
Fastest Growing
S&L

TELLER TRAINEES

Seeking candidates with light typing and cash handling experience. Part time and full time openings throughout Portland metro area.

Commercial Real Estate Loan Officer

We are seeking an experienced professional with a minimum of 3 to 5 years solid background in: appraising, negotiating, underwriting, packaging and placing loans on commercial income property.

Mortgage Loan Quality Control Clerk

Knowledge of proper mortgage loan documentation and good analytical skills are needed to qualify for this growth oriented position within our loan service department.

Savings Manager

If you possess leadership and communication skills, are sales oriented, have one year experience in bank or S&L branch operations - we want you!

Payroll and Benefits Specialist

We are seeking a career oriented individual who desires growth and development as a personnel professional. The successful candidate must have broad experience of at least 2 years payroll and benefits processing on automated systems in addition to formal accounting background. Experience with a payroll conversion is desired.

You can receive the best compensation and benefit package in the industry. Join our team and experience the personal and professional growth you've been waiting for! Apply in person 10-3 Monday-Friday, or call 231-4550.



816 NE Davis
(Between 8th and 9th on Davis)
Portland, OR 97212

An Equal Opportunity Employer

SECRETARY

Responsible for specific secretarial duties including typing, taking minutes, maintaining petty cash records. **Qualifications:** Type 55 wpm, 2 years experience in office and clerical work, ability to relate to people, good organizational skills. Salary: \$735 mo. Closing date: July 6. Apply at 3588 S.E. Division St., Portland.

An Equal Opportunity Employer

PROGRAM ASSISTANCE

Resource assistant unclassified. Full-time, 12 month academic position. Experience in cross cultural activities and student support services. For information contact: Search Committee, Program Assistance; English Language Institute; ADS-A100, Oregon State University, Corvallis, OR. 97331, or call 754-3006.

OREGON STATE UNIVERSITY IS A AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH SECTION 504 OF VOCATIONAL REHABILITATION ACT OF 1973.

GIVE

Praying for financial HELP to get our church off the ground and into motion. All donations GRATEFULLY accepted and prayed over. Will acknowledge all.

Send all donations to:
Universal Life Church
c/o Rev. Julius D. Snowden
P.O. Box 3767
Eugene, OR. 97403

CITY OF PORTLAND COMMUNICATIONS ENGINEER II

\$1,921 approx. mo. Work involves design of various electronic systems, monitoring work performed by contractors, preparation of detailed specs, and evaluation of proposals. Requires extensive training and experience in communications engineering technology. Recent experience and/or training in microwave, digital, microprocessors, data terminals, CATV systems, and antenna systems is highly desirable.

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Portland, OR. 97201

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An Equal Opportunity Employer

PRODUCTION WORKERS

For heavy metal smelting and fabricating labor. Must be able to work any day any shift. Minimum wage \$6.060 per hour. Benefits.

Register in person 12 noon, Sunday, July 1, 1979 for interview appointment.

Aluminum Co. of America
5701 NW Lower River Rd.
Vancouver, WA

An Equal Opportunity Employer

KEYPUNCH OPERATOR

Full-time opening, 4-12 p.m. Experience required. Please apply Personnel Office, Emanuel Hospital, 2801 N. Gantenbein, Portland, OR. 97227.

An Equal Opportunity Employer

CITY OF PORTLAND CITY PLANNER III - ZONING & CODE ADMINISTRATOR

\$1,714 approx. mo. Professional planning work involving enforcement, implementation & research concerning land use regulations. Responsible for development & presentation of reports & recommendations pertaining to land use issues. Will explain land use codes, policies & procedures to applicants & public; research, prepare & present reports; meet with individuals and groups concerning applications; and perform special studies & analyses. Work is performed under general direction of Chief Planner.

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CITY OF PORTLAND MUSIC EDUCATION SPECIALIST

\$1,222 approx. mo. Will serve as instructor and assistant to Director at Community Music Center or Theatre Workshop. Duties vary, and may include: teaching; research & development of learning objectives, curriculum & teaching aids; catalogue & order library material; interpret musical scores; rehearse and conduct groups; recruit and audition performers as well as other varied duties.

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Portland, OR. 97201

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An Equal Opportunity Employer

Treatment Plant Specialist

Tektronix has an immediate need for a person to perform chemical analysis on organic and inorganic compounds.

Must have two years' college level chemistry with familiarity of basic, organic, inorganic and analytical chemistry and a minimum of two years' experience in analytical and/or chemical synthesis. Must be free from allergies to chemicals or gases.

For more information call Russ Severn, 644-0161, ext. 7341 or apply in person to Tektronix, Inc., Employment Office, 3655 S.W. Cedar Hills Blvd. (south end of the Beaverton Mall) Monday, Tuesday, Wednesday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

An equal opportunity employer



CITY OF PORTLAND HEARINGS OFFICER

\$1,177 approx. mo. Compiles verbatim transcript of public hearings such as City Council sessions. Typed minutes are prepared from notes or machine shorthand in combination with tapes.

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

OPEN CONTINUOUS

An Equal Opportunity Employer

As a leading company in the kidney dialysis industry, B-D DRAKE WILLOCK employs approximately 300 people in the Portland metropolitan area.

Employment opportunities at B-D DRAKE WILLOCK are varied and provide employees the opportunity to demonstrate their ability to accept increased responsibility.

An Equal Opportunity Employer, B-D DRAKE WILLOCK encourages all interested job applicants to inquire direct through the Industrial Relations Department. Also employment opportunities inquiries may be directed to any Oregon State Employment Service.

B-D DRAKE WILLOCK
13520 S.E. Phasant Ct.
Portland, Oregon 97222
(503) 659-3355

HOUSING

ATTENTION: Low Income Elderly or Handicapped Individuals Housing Assistance Program Opening

Beginning July 6 the Housing Authority of Portland will accept applications for the Section 8 Housing Assistance Payment Program from low income elderly (62+), handicapped, and disabled renters who live or wish to live in efficiency or one-bedroom apts. Under the program we pay a portion of your rent based on your income. If you are currently on HAP's conventional waiting list, you must make another application specifically for this program. However, you won't lose your place on the conventional list if you apply for this program.

To have your name placed on the waiting list, call 249-5534 or 249-5536. We are pledged to the letter and the spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, or national origin. Equal Housing Opportunity.

JOBS & training

WHAT: Training and placement program for approximately 460 production and clerical jobs with major electronics company new to Portland; production jobs related to growing, slicing, polishing silicon crystals.

WHERE: Training at Portland Community College, jobs on St. Helens Road near St. John's Bridge

WHEN: First phase training starts August 1, taking 16-32 weeks, depending on job; full-time jobs start March 1, 1980.

WAGES: Eligible trainees receive training allowances for training program; starting wages vary depending on job.

HOURS: Plant will run 3 shifts daily, 7 days a week; employees work rotating shift schedule.

ELIG: No experience required. To be eligible to apply for training program you must be:

- unemployed or underemployed.
- 18 years of age or older.
- a U.S. citizen or alien with work permit
- with-in U.S. Dept. of Labor low-income standards.
- a resident of City of Portland.

APPLY: Beginning Wednesday, June 27, call the Training and Employment Division of City of Portland, 248-5848 or come to 310 SW 4th, 2nd floor, Board of Trade Building, to arrange intake appointment. Minorities, veterans, displaced homemakers, women, handicapped urged to apply.

The Training & Employment Division is an Equal Opportunity Agency.