

Portland Observer JOB FINDER

CITY OF PORTLAND

HEARINGS REPORTER

\$1,296 approx. mo.
Compiles verbatim transcript of public meetings such as City Council sessions. Typed minutes are prepared from notes or machine shorthand in combination with a tape recording system.

APPLY
Portland Civil Service Board
510 SW Montgomery
Portland, OR 97201
Open Continuous
An Equal Opportunity Employer

CITY OF PORTLAND

CONCRETE FINISHER

\$20,700 approx. yr.
This is skilled concrete work which requires strength and physical stamina. Will place and finish concrete in construction or repair of concrete structures; operate machinery; do manual labor a site preparation and other duties as needed.

APPLY
Portland Civil Service Board
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, October 19, 1979
An Equal Opportunity Employer

TRAFFIC ENGINEER

Position with national engineering firm requires a min. of 2 yrs experience in street design, signal design (solid state), master system (solid state), traffic studies. Experience in airport runways/taxi ways design, transportation planning, traffic assignment, impact assessments is also desirable. Send resume to:

STRAAM Engineers, Inc.
5505 S.E. Milwaukie Ave.
P.O. Box 02201
Portland, Or. 97202
An Affirmative Action/ Equal Opportunity Employer

Hospital CLERICAL OPENINGS

Applications now being accepted for:
Admitting Clerk -- Outpatient -- 11 pm to 7 am. Interview patients. Knowledge of preadmitting and insurance verification helpful. Type 45 wpm. Salary \$768 to \$977 plus shift differential.
Secretary - Surgery -- 3pm to 11:30 pm. Prepare daily surgery schedule. Responsible for statistical records and reports. Typing required. Salary: \$731 to \$931 plus shift differential.

Unit Secretary - Dialysis - Days. Telephone, completing charge and lab slips, assist in patient scheduling and light typing. Salary: \$780 to \$948.

Medical Transcriber - Day or Evening - Dictaphone Dictating equipment. Discharge summaries, histories and physicals, operative reports and consultation reports. Must be knowledgeable in medical terminology. Type 70 wpm. Minimum one year experience in medical transcription. Salary \$806 to \$1026. Evening differential.

Apply between 9 am to 2 pm.

Employee Relations GOOD SAMARITAN HOSPITAL AND MEDICAL CENTER
2183 N.W. Northrup
An Equal Opportunity Employer

WORD PROCESSING TECHNICIAN

Swing shift position available. Type 60 wpm. Train on Vydec. Some experience helpful. Must have excellent punctuation and grammar skills. If interested, please call Personnel at 246-8251 between 1:30 and 5 pm.

EBI COMPANIES
An Equal Opportunity Employer

SECURITY OFFICER

Responsible for effecting secure and safety procedures for protection of employees, patients, visitors and hospital assets.

Prefer some college related courses in security and loss prevention. At least 3 years security experience preferably in hospitals with a public oriented facility. Must be able to write clear, concise and complete reports. Drivers license with satisfactory driving record. Willing to work varied shifts, holidays and weekends. Competitive salary.

Apply between 9 a.m. to 2 pm.
Employee Relations Good Samaritan Hospital and Medical Center
2183 N.W. Northrup
An Equal Opportunity Employer

STRUCTURAL ENGINEER

Registered P.E., knowledgeable in sewage and water treatment structural design, design of water retaining structures; bridge design experience desirable. Send resume to:

STRAAM Engineers, Inc.
5505 S.E. Milwaukie Ave.
P.O. Box 02201
Portland, Oregon 97202
An Affirmative Action/ Equal Opportunity Employer

ELECTRICAL ENGINEER

Registered P.E., with experience in power distribution for industrial facilities; illumination and instrumentation experience desirable. Send resume to:

STRAAM ENGINEERS, INC.
5505 S.E. Milwaukie Ave.
P.O. Box 02201
Portland, Or. 97202
Equal Opportunity/ Affirmative Action Employer

JOB DEVELOPER

Opening for assertive individual with exper. in the delivery of social services. Good knowledge of metropolitan area, businesses and governmental agencies. Job development exper. preferred. Ability to teach job search techniques; valid drivers license required; mileage paid. Position in East Multnomah County. Salary \$6.31 per hr. Excellent fringe benefits. Need not be CETA eligible. Must be available for personal interview. Send resume to:

MULT-WASH CETA
806 SW Broadway
Suite 325
Portland 97205
Closes 10/15/79 at 5:00 p.m. REFER TO JOB NO. AM-104.
Equal Opportunity Employer

DRAFTERS

Assist in developing mechanical or logic drawings. Use ink and mylar to modify existing drawings. Need 1 year or more of post-high school drafting and 1 year experience.

Apply 8 to 11 and 2 to 4 at 3601 S.W. Murray Blvd, Beaverton.
An Equal Opportunity Employer m-f-h

FLOATING POINT SYSTEMS, INC.

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.

PROGRAM DEVELOPMENT SPECIALIST (Mental & Emotional Disturbances)

\$1737-\$2218 per month, college graduate in behavioral sciences with experience in the administration, development, evaluation or coordination of a Mental Health Program dealing with Mental & Emotional Disturbances, or equivalent combination of experience and training.

PROGRAM DEVELOPMENT SPECIALIST (Development Disability)

\$1737-\$2218 per month, Part time position, college graduate in behavioral sciences with exp. in the administration, development, evaluation or coordination of a Mental Health Program dealing with Developmental Disability, or equivalent comb. of experience and training.

PUBLIC HEALTH AIDE

\$680-\$869 per moht, grad. from a senior high school; Position for Southeast Asian Medical/ Dental Screening Program, must be trilingual; Vietnamese, Cambodian and/or Laotian.

Apply for all positions listed above at **Washington County Personnel, Room 305, 150 N. First Avenue, Hillsboro, Oregon 648-8606.** An EEO Employer, women and minorities urged to apply.

SECRETARY \$4.95 per hr.

Full time permanent position in Washington County. General secretary/Receptionist duties in youth employment and training program. Contact with public and participants. Successful applicants will be well organized and have strong skills in typing; record keeping; detailed work and receptionist duties; enjoy performing a variety of functions in a fast paced office. High school diploma, GED or equivalent; 1 year secretarial experience; 50 wpm typing; ability to meet deadline; communicate effectively. Knowledge of CETA helpful. Indo-Chinese languages or Spanish helpful. Need not be CETA eligible. Must be available for personal interview. Send resume specifying skills and abilities relevant to job. Send resume to:

MULT-WASH CETA
806 S.W. Broadway,
Suite 325
Portland, OR 97205
REFER TO JOB NO. WY-103. Closes 10/12/79.
An Equal Opportunity Employer

APT. MANAGER IMMEDIATE OPENINGS

\$500/mo minus reasonable rent (\$150 for 2 bdrm). Promotes harmony in complex, responds to emergency requests, shows vacancies, handles lockouts, picks up litter. Responsible for approx 100 units. We back you up with excellent office staff. Children ok. Location: N. Vancouver Ave. & Sumner.
To apply call -- Ms. Mann 249-5561.
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.

STATE OF OREGON DEPARTMENT OF COMMERCE REAL ESTATE DIVISION Assistant Education Director - Continuing Education \$1178 - \$1506

This position, located in Salem, shares with the Education Director the responsibility for Oregon's Real Estate Education Program with specific emphasis and responsibility for the Continuing Education Program for over 23,000 licensees. Qualifications include five years of progressively responsible experience involving supervision, coordination and/or technical evaluation. Applications/Announcement No. OC790553 available at State Office Building in Portland, Personnel Center in Salem, or any Employment Division office. Announcement open until sufficient applications are received. Submit complete applications to Department of Commerce, Personnel Manager, 428 Labor & Industries Building, Salem, Oregon 97310. Commerce is an EEO/AA employer.

MINORITY BUSINESS ENTERPRISE LIASON OFFICER

The Tri-County Metropolitan Transportation District of Oregon (Tri-Met) has an immediate opening for a Minority Business Enterprise Liaison Officer.
Requirements: Bachelor's Degree in Business Administration or Public Administration is highly desirable. Experience should include working with or for private business, especially business firms that contract with public agencies. An understanding of contracting, Federal and State laws and regulations pertaining to minority business enterprises is desirable. Must be able to prepare clear and concise reports, have good interpersonal communication skills and bring enthusiasm, imagination and insight to the task of making the MBE program honest and effective.

Salary: \$18,000 to \$22,000 yearly, depending on qualifications, with excellent benefits.
If qualified, submit resume to David M. Harris, Manager, Grants and Contracts, Mtri-Met, 4012 S.E. 17th Avenue, Portland, Oregon, 97202, no later than October 24, 1979.

Tri-Met is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, religion, sex or physical handicap.

Technical Writer

Tektronix, Inc. has immediate openings for technical writers with hardware or software experience on microprocessor-based equipment.

Writers have unique opportunities to work directly with engineering and marketing groups to research, organize and write service manuals, user manuals and applications notes. Projects center around instruments incorporating state-of-the-art analog, digital and microprocessor technologies.
Candidates should have an academic background in electronics or computer science, experience with microprocessor hardware or software, teaching skills and/or demonstrated ability to logically organize and effectively communicate complex technical concepts.
Salary is open. Benefits include educational support, insurance and profit sharing programs.
Send detailed resume and salary history to Ben Langston, MS 55-033, Tektronix, Inc., P.O. Box 500, O-93, Beaverton, Oregon 97077.
An equal opportunity employer, m/f/hc.

Tektronix

RECEPTIONIST

Engineering firm seeks mature individual for full time active front desk position. Min. 3 yrs related office exp. Good voice quality and memory capability. Qualified applicants send resume to:

CH2M HILL
200 S.W. Market
Portland 97201
An Affirmative Action/ Equal Opportunity Employer

WORD PROCESSOR

Engineering firm seeks MAG II or OS/6 operator. Min. 3 yrs exp; 60 + wpm. Temp. part-time night position. Hrs negotiable. 12+ hrs per week. Qualified applicants send resume to:

CH2M HILL
200 S.W. Market
Portland 97201
An Affirmative Action/ Equal Opportunity Employer

MACHINIST JOURNEYMAN

We are seeking Journeyman Machinists who can set up and operate lathes, boring mills and can read and interpret blue prints.

Also we are seeking Journeyman Machinists who are thoroughly familiar and experienced with N.C. equipment.

We offer excellent working conditions and good benefits.

Apply Personnel Department
WAGNER MINING, INC.
4424 N.E. 158th 255-2863
Portland, Oregon
An Equal Opportunity Employer

LIVE-IN MANAGER IMMEDIATE OPENINGS

\$500/mo minus reasonable rent (\$150 for 2 bdrm.).

Promotes harmony in complex, responds to emergency requests, shows vacancies, handles lockouts, picks up litter. Responsible for approximately 100 units.

Experience in dealing with variety of people, HS diploma.

To apply call -- Ms. Mann 249-5561.
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.

TYPESETTER

Full or part time. Interesting and varied position for accurate typist. Must have good spelling and grammar. Some public and phone contact. Duties varied. Call Personnel. 283-2486.
An Equal Opportunity Employer

CITY OF PORTLAND

COMPLIANCE MANAGER

\$24,648 APPROX. YEAR
Monitors grants and contracts to assure that fiscal and equal opportunity requirements are met. Administers the city's Contractor Equal Employment Opportunity Program and minority Business Enterprise Certification Program. Candidates must possess extensive knowledge of grant equal opportunity compliance requirements and fiscal reporting and accounting principles.
APPLY
Portland Civil Service Board
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, October 19, 1979

Clerical BILLING CLERK OPS BLUE SHIELD

Accounts Receivable training plus work experience pref. Light typing and good communication skills, experience with computer printouts helpful. Position offers mixture of premium billing & public contact. Excellent benefits & promotional opportunities available. Contact Pam Smith, 243-7406 aft. 8:30 a.m.

An Equal Opportunity Employer

Clerical **BILLING CLERK OPS BLUE SHIELD**

Accounts Receivable training plus work experience pref. Light typing and good communication skills, experience with computer printouts helpful. Position offers mixture of premium billing & public contact. Excellent benefits & promotional opportunities available. Contact Pam Smith, 243-7406 aft. 8:30 a.m.

An Equal Opportunity Employer

Clerical **BILLING CLERK OPS BLUE SHIELD**

Accounts Receivable training plus work experience pref. Light typing and good communication skills, experience with computer printouts helpful. Position offers mixture of premium billing & public contact. Excellent benefits & promotional opportunities available. Contact Pam Smith, 243-7406 aft. 8:30 a.m.

An Equal Opportunity Employer

Clerical **BILLING CLERK OPS BLUE SHIELD**

Accounts Receivable training plus work experience pref. Light typing and good communication skills, experience with computer printouts helpful. Position offers mixture of premium billing & public contact. Excellent benefits & promotional opportunities available. Contact Pam Smith, 243-7406 aft. 8:30 a.m.

An Equal Opportunity Employer

Clerical **BILLING CLERK OPS BLUE SHIELD**

RESEARCH ASSISTANT

Half-time position available assisting in the analysis of specimens submitted from clinical, pathological and research units. Prefer a Medical Technologist or Certified Laboratory Technician. Oregon Regional Primate Research Center, 505 N.W. 185th Ave., Beaverton. 654-1141 An Affirmative Action/ Equal Opportunity Employer.

YOUNG BLIND MAN NEEDS FRIEND

A friend to do things with, go out to clubs. Dennis Lewis, 249-8060.

KEY ENTRY OPERATOR

Full time days and swing shift. Salary commensurate with experience or will train a 50 wpm net typist to be a qualified key entry operator. Full benefit package with profit sharing after 2 full months of employment.

Applications accepted between 9 and 1 week-days.



FARMERS INSURANCE GROUP
620-6283
An Equal Opportunity Employer

BANK JOIN OUR FRIENDLY STAFF

THE BENJ. FRANKLIN offers you challenge, opportunity and a pleasant work environment. Our salary and benefit program, training and promotional opportunities are excellent. Immediate openings for these positions:

COLLECTOR TRAINEE

If you have experience in working with people, family budgeting, simple bookkeeping and light typing skills, you can assist our customers by working in collections.

Apply at our Personnel Dept. and learn more about our programs. Interviews from 9 am-1 pm, Monday thru Friday, or pick up an application at our new **Walnut Park Branch, 5775 NE Union.**

BENJ. FRANKLIN FEDERAL SAVINGS & LOAN ONE SW COLUMBIA PORTLAND

An Equal Opportunity Employer M/F/H

STENOGRAPHER

60 wpm, proficient in dictating machine or shorthand. There are also various technical duties to perform. A challenging job. Merit salary increases annually. Excellent fringe benefits. Call Billie 226-2651.
Equal Opportunity Employer

APPLY

Portland Civil Service Board

510 S.W. Montgomery
Portland, OR 97201
No later than Friday, October 19, 1979.
An Equal Opportunity Employer

MULTNOMAH COUNTY

ANIMAL SHELTER SUPERVISOR

\$1131 - \$1653 monthly, depending on qualifications. Performs supervisory work at the Multnomah County Animal Shelter, 24450 W. Columbia, Troutdale. Schedules, directs and evaluates the work of Animal Shelter Attendants. Resolves public disputes through interpretation of the animal control ordinance and related policies. Organizes and maintains shelter record systems. TO QUALIFY applicants must have one year of experience with an animal control agency. Previous supervisory experience is preferred.

PLUMBING INSPECTOR

\$1618 monthly. Inspects the installation of plumbing including water lines, cesspools, septic tanks, rain drains and sewer connections in commercial, residential and industrial construction projects to ensure compliance with the Plumbing Code. Based on the outcome of such inspections certificates of approval are issued or denied pending corrections of violations of the code. TO QUALIFY applicants must possess an Oregon Journeyman Plumbers Certification (indicate on application)

APPLY for the above positions no later than 4:30 p.m., Friday, October 19, 1979.

WHERE TO APPLY: Multnomah County Personnel Office
426 S.W. Stark, 7th fl
Portland, OR 97204
Phone (503)248-5015
An Equal Opportunity Employer

OREGON STEEL MILLS

Career Opportunities. Expansion and promotions have created the following immediate openings:

MILLRIGHTS

DUTIES: inspect, repair, install, adjust and maintain mechanical equipment. Perform some shop layout and fabrication.
EXPERIENCE: Min. 3 yrs. experience as mill right or mechanic in heavy industrial plant.
STARTING WAGE: \$9,972 + incentive pay (\$2,471) and applicable shift differential (22c or 33c)

WELDER

DUTIES: Fabricate parts, cut and weld to repair and modify plant machinery.
EXPERIENCE: Min. 3 yrs. shop experience, incl. welding machines. Must be able to read blueprints, and use a variety of rods in all positions, knowledge of hard and alloy steels.
STARTING WAGE: \$9,946 + incentive pay (\$2,43) and applicable shift differential (22c or 33c).

MACHINIST

DUTIES: Able to perform layout work; operate all types of heavy lathes; uses milling planer with 16 ft. bed; work with close tolerance; dismantle, fit and assemble machine parts. Will also be required to interpret blueprints and occasionally make sketches.
EXPERIENCE: Min. 3 to 4 yrs. as a maintenance machinist in heavy industry.
STARTING WAGE: \$9,998 + incentive pay (\$2,51) and applicable shift differential (22c or 33c).

In addition to starting wage, all jobs also offer excellent company paid benefits program. Applicants must be available to work all shifts. If interested, call Employment Manager at (503) 286-9651 ext. 392 or send resume or a statement of employment history to:

Oregon Steel Mills
P. O. Box 2760
Portland, Oregon 97208

An Equal Opportunity Employer