

# Portland Observer JOB FINDER

## Community Center Director

Plans, organizes coordinates & supervises the operations & services of the community center. Responsible for day-to-day administration of the center including supervision of overall property & personnel. Require 6 yrs full time experience in social service program knowledge of social service delivery systems; local state & federal governmental processes. Salary \$1,312-\$1,592. To apply contact:

**City of Milwaukie**  
10722 S.E. Main St.  
Milwaukie, OR 97222  
Deadline: 11-17-79

## FIELD SERVICE REPRESENTATIVE

Resourceful, conscientious women and men are needed by Kodak's Customer Equipment Services Division in Portland to service Kodak business equipment. Knowledge of solid state electronics and experience and/or training in the repair of electro-mechanical equipment required. Excellent employee benefits. Interviewing in Portland October 23rd. For an appointment call Mr. Hammer at (503) 222-3831.

**KODAK**  
Equal Opportunity Employer MF

## ARCHITECT

Pacific Power & Light is seeking an architect to assist Building Construction Manager in the planning, design and engineering of new buildings and the remodeling and maintenance of existing facilities. Requires a BS in Architecture or equivalent in training or experience. Should have a minimum of 5 years experience in architectural design and specification writing. Please send salary history.

Contact or send resume to:

Ron Doan, Recruitment & Staff Supervisor  
920 S.W. 6th Avenue, Portland, Oregon 97204  
243-4355



**The People at  
Pacific Power**

Equal Opportunity Employer

## SECRETARIES

Full time openings. Excellent typing skills. Machine transcription and/or shorthand required. Excellent fringe benefits and working conditions. Downtown location.

Apply Personnel Dept. 10-2:30 pm

## U.S. NATIONAL BANK OF OREGON

U.S. Bank Plaza - 555 SW Oak

Equal Opportunity Employer

## BOTANY INSTRUCTOR & PHYSICS INSTRUCTOR

Sabbatical replacement for Winter and Spring terms 1980. Physics full-time, Botany 80-100% dependant on enrollment. **Physics** - Instruct classes in Physics both occupational and college transfer, ranging in approach from no math to calculus. **Botany** - Instruct one section of Botany and teach General Biology as a part of a team teaching Audio-Tutorial Program.

**Qualifications:** Masters Degree in subject and demonstrated competence in teaching courses similar to those of the assignment. **Starting Date:** January 2, 1980. **Salary:** Approximately \$4,400 per term, to be paid from the part-time salary schedule. **Application Deadline:** November 15, 1979.

## EVALUATION SPECIALIST/SECRETARY

Full-time, 12 months per year

**Qualifications:** Bachelor of Arts Degree, and/or two (2) years on the job experience in student personnel or related field; some knowledge of Data Processing systems; Typing, minimum of 50 wpm, with accuracy; Excellent knowledge of English language, spelling, grammar; and general office procedures; Must have excellent working relationship with the public. This position shall be responsible for evaluations of students who are candidates for degrees and certificates, as well as prepare individual evaluations of students' progress in meeting graduation requirements; Shall be responsible for the admission of students into restricted occupational curriculums, as well as the admission of foreign students. Also assist as a receptionist to the Registrar's Office. Taking dictation and answering correspondence is required. salary: \$844 per month (79-80 Support Staff Salary Schedule).

Open until sufficient applications are received.

Contact:

**CLACKAMAS  
Community College**

Personnel Office  
19600 S. Mollalla Ave., Oregon City, Or. 97045  
656-2631, Ext. 318

Clackamas Community College is an Equal Opportunity/Affirmative Action Employer

## MEDICAL CLAIMS ANALYST

Responsible for application of benefits and processing hospital bills. Individual must have detail knowledge of medical terminology and anatomy; familiarity with ICDA and CPT coding helpful. Previous experience with insurance helpful. Excellent hours and employee benefits. Call 225-5272 for appointment.

**Blus Cross of Oregon**  
100 S.W. Market  
Portland, 97201

An Equal Opportunity Employer

## FREE TRAINING

Is lack of training your problem? We can pay you while you train in a field of your choosing. We have cooks to mechanic, truck drivers to secretary, demolition to computers and endless more. We even have a program to help you find a job after training. You would be surprised to find out how the National Guard can help you. No obligation to call or come in for info. Call 229-5168 or come in to 6700 SW Oak, Tigard.

## RECEPTIONIST/PBX OPERATOR

Work for large national consulting engineering firm. Requires min. one year exp. operating a central telephone switch board and performing general receptionist and clerical duties. Must be able to type 45 WPM on electric typewriter. Salary dependent upon qualifications of applicant. Send resume to:

**STRAAM Engineers**  
5505 SE Milwaukie Ave.  
Portland, Oregon 97202

Equal Employment/  
Affirmative Action  
Employer

## CITY OF PORTLAND GARDENER

\$1,466 approx. mo.

Responsible skilled horticultural work planting, transplanting, propagating, pruning and spraying a variety of trees, flowers, shrubs, and plants at various locations. May be assigned responsibility for planning and coordinating special clinics and programs.

APPLY

**Portland Civil Service  
Board**

510 S.W. Montgomery  
Portland, OR 97201

No later than Friday,  
November 2, 1979

An Equal Opportunity  
Employer

## RESOURCE CENTER COORDINATOR CAREER SPEC. III

1 position, East  
County  
\$7.29 per hour

Position is federally funded employment and training program. Responsible for planning and delivering activities design to assist participants in recreational goal and interest, to teach job search skills, to help overcome employment barriers, etc. Duties include program planning, curriculum design, monitoring expenditures and enrollment, supervising staff presenting workshop, etc. Bachelor Degree and 2 yr experience. Coordinating program services, experience designing and delivery workshop. 1 yr supervisory experience. Need not be CETA eligible, but must be available for personal interview.

Send resume specifying skills related to job, to Mult/Wash CETA, Portland, Oregon 97205

Refer to job no. ER-108., closes 10/31/79 at 5:00 p.m.

An Equal Opportunity  
Employer

## Police Officer

Open continuous exam. Responsible police work position in the protection of life & property through the enforcement of law & ordinances responsible for prevention, protection and investigation require ability to work assigned shifts, U.S. citizen 21 yrs of age, no felony convictions, high school grad or equivalent. Exam consists of written & performance tests. Salary/ \$1,218-\$1,584 plus benefits which include employer pickup of Pens. To apply contact:

**City of Milwaukie**  
10722 S.E. Main  
Milwaukie, OR 97222

## CITY OF PORTLAND PARKS PLANNING & DEVELOPMENT MGR

\$31,075 approx. year

Will be part of executive management team reporting to Superintendent of Parks and Recreation. Responsible for planning, organizing, directing and controlling activities of Planning and Development Division. As team member, will also participate in formulation of bureau policies, procedures, and management improvements.

APPLY

**Portland Civil Service  
Board**

510 S.W. Montgomery  
Portland, OR 97201

No later than Friday,  
November 2, 1979

An Equal Opportunity  
Employer

## SALES

Northwest largest private carrier of workman compensation, is seeking qualified persons who are interested in a sales career. Must have current Oregon general line insurance license or ability to obtain one within the first months of employment. Position available in Portland because of expansion. **Qualification:** Account REP-entry level position. Degree and sales experience preferred

Or

Account Exec. - Degree. Experience in workers compensation preferred. Salary plus commission and excellent benefits. If interested and qualified send resume to:

**Personnel Department  
EBI Companies**  
10157 S.W. Barber Blvd  
Portland, Oregon

An Equal Opportunity  
Employer

## CLERK/AUDIT

Entry level person needed for large worker comp. firm. Duties include filing, general office and figure computation work. Good spelling and computation skill essential. Opportunity for advancement and great benefits. Apply:

**Personnel Department  
EBI Companies**  
10157 S.W. Barber Blvd  
Portland, Oregon

An Equal Opportunity  
Employer

## RN OPPORTUNITIES

Progressive 100 bed general hospital offers excellent opportunities for professional growth. Innovative and challenging work environment. Extensive continuing education program.

Positions now available include:

Charge RN	11:00 to 7:00
I.V. Therapy	11:00 to 7:00
Med. Surg.	7:00 to 3:00
	3:00 to 11:00
Patient Aides	3:00 to 11:30
	7:00 to 3:30

Excellent starting salary. Fully paid medical, dental, Vision and Life Insurance. Close to bus, free convenient parking.

**EASTMORELAND GENERAL HOSPITAL**  
2900 S.E. Steel Street  
231-3485

Equal Opportunity Employer

## LIFE INSURANCE SALES

A Rewarding Opportunity With Ministers Life In The Portland Area.

Compensation and benefits include salary, incentive and expense allowance.

Serving the clergy since 1960, our name introduces you to this market on a favorable basis, with daytime appointments.

If you have any doubts about this outstanding sales opportunity, call one of our Sales Representatives and get another opinion.

We require two years of successful life insurance sales experience and prefer an individual interested in working with ministers and seminarians.

Call or Write Immediately:

**Richard H. Frasch, CLU**  
Regional Sales Director  
1-800/328-6124

From 9 to 4:15, Monday through Friday

## MINISTERS LIFE

Ministers Life Building  
Minneapolis, Minnesota 55416

An Equal Opportunity Employer MF

## BANK

### Teller Trainees

Seeking individuals to begin training in a 7-day formal teller training program to fill openings throughout portland metro area. Candidates must have strong cash handling background, light typing, and enjoy dealing with the public. Hours include some day, eve and weekend work.

As a savings professional, you will qualify for full employer paid benefits and rapid advancement. Apply in person 10-3 Monday-Friday. Or call 231-4550



815 NE Davis

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

An Equal Opportunity Employer

## CUSTODIAN

Performs tasks that include cleaning and maintaining repair of facilities. Req: knowledge of cleaning methods & procedures, use of cleaning material. Salary \$885 - \$1,076 mo. Apply:

**City of Milwaukie**  
10772 SE Main  
Milwaukiw, OR 97222

By 11/2/79

## CITY ATTORNEY

Professional legal and adm. position. Directs legal activities for city. Serves as legal adviser for all depts. of city service. Req: law school grad; poss. Oregon lic., thorough knowledge of: City ordinance and charter provisions and common municipal, state, federal law and of constitutional effecting Oregon city govt. For complete job disc. and apps. Contact:

**City of Milwaukie**  
10722 SE Main St.  
Milwaukie, Ore 97222

PO 0583  
Deadline 11/10/79 EOE

## CLERK TYPIST I

Perform variety of general typing and clerical duties of procedural nature. Entry level inc. typing letters, reports, stencils, forms and straight copy material. **Qual:** Skill in use of typewriter and general adaptability to learn on-the-job training and progress to more responsible level clerical work. **Salary:** \$699-\$851 excellent benefits. **Deadline:** 11/2/79 5pm

An Equal Opportunity  
Employer

## TYPIST

Downtown insurance company has opening for policy typist. Accurate typing, 45 wpm minimum. Experience helpful but not required. Excellent working conditions & benefits. Call Ms. Hinkhouse

**USF & G**  
221-0221

Equal Opportunity  
Employer/m-f

## ELECTRON MICROSCOPY TECH

Full-time position available immediately fixing, embedding, sectioning & staining tissue for E.M. **Oregon Regional Primate Research Center**, 505 N.W. 185th Avenue, Beaverton, 645-1141, An Equal Opportunity Employer.

## CLERK TYPIST 1

Regular part time position 8 mo. at 1/2 time, 4 mo. full time. Ideal for college students perform various clerk & typist duties. Requires skill in typing, general adaptability to learn from on the job training. Salary \$659 to \$851. FTE to apply, contact:

**City of Milwaukie**  
10722 Main Street  
Milwaukie, OR. 97222

Deadline 11-10-79

## Multnomah County

### Pathologist's Assist.

\$1,070 monthly. This is technical work performed in assistance to pathologists in preparing for and conducting autopsies at the Multnomah County Morgue, 301 N.E. Knott, Portland. The pathologist's assistant prepares remains for autopsy; opens bodies, which are in various stages of decomposition, and removes or exposes organs and tissues for examination; assists pathologist during autopsy taking care of criminal evidence and ensuring that the chain of evidence is not broken; maintains and labels tissue samples, takes x-rays, photographs and color slides; and maintains and files microscopic slides; maintains supply inventory for morgue, and cleans and maintains morgue; maintains records of samples sent to laboratory and transports materials to hospital and crime laboratories. TO QUALIFY applicants must have experience or training in para-medical techniques involving dead bodies and/or experience or training in pathological techniques, plus be physically able to lift or move bodies weighing an average of 150 pounds. Applicants must be able to assist in autopsies without undue physical or emotional strain or reaction. In addition, applicants must have, or be able to obtain, a valid Oregon driver's license.

APPLY for the above position no later than 4:30 PM, Friday, November 2, 1979.

### Stenographer - Office Assistant 2

Must have six months of clerical office experience or post high school secretarial training/education may be substituted for six months experience. Must type shorthand at 80 wpm, good typing and general office skills. Excellent benefits. Salary starts at \$851 per month with yearly increases.

### WHERE TO APPLY:

**Multnomah County  
Personnel Office**  
426 SW Stark, 7th fl  
Portland, OR 97204  
Phone: (503) 248-5015

An Equal Opportunity  
Employer

### STENOGRAPHER

60 wpm proficient in dictating machines & short hand. There are also various technical duties to perform. A challenging job. Merit salary increase annual. Excellent fringe benefits. Call Billie 226-2651

An Equal Opportunity  
Employer

### FILE CLERK/ LEAD PERSON

Needed for large workers comp firm in underwriting department. Duties include alphabetical filing, organizing department work flow and assisting in training of other file clerks. Good spelling and interpersonal skills essential. Salary commensurate with experience. Benefits include medical/dental coverage. Apply:

**Personnel  
EBI COMPANIES**  
10157 SW Barber Blvd.

Monday-Friday between  
1:00 p.m. - 5:00 p.m.

An Equal Opportunity  
Employer

### FOR RENT

4 br hse, on very lge lot, 2 baths, fireplace, garage, trees. \$300 mo. Avail Nov 4, 11848 SE Powell, 761-5564

## Electrician

### Maintenance Electrician

Oregon Saw Chain Division of OMARK INDUSTRIES located off Hwy 224 in the Omark Industrial Park has openings for licensed Maintenance Electricians capable of troubleshooting, repairing and maintaining electrical and electronic equipment, wiring and components on all areas of manufacturing facility. Prefer individual with recent experience working on high speed manufacturing equipment, some experience in solid state helpful.

We offer competitive salary and complete benefits package. Qualified individuals may apply in person at 4909 International Way, Milwaukie, OR 97222 between 8:00 am and 2:30pm, Monday-Friday, or call Pete Barnett at 654-6531 for further information.

### Oregon Saw Chain

Div. of Omark Industries

An Equal Opportunity  
Employer

### YOUNG BLIND MAN NEEDS FRIEND

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

Anyone having information on police harassment, please call 224-6176 evenings.

## Manufacturing

### Precision Dimensional Inspector

We need a Precision Dimensional Inspector to measure tools and equipment utilizing optical comparitor electronic height gages, micrometers and calipers and depth gages to the nearest .0001 of an inch. If you are interested in working for one of the most progressive companies in Oregon and have three years of experience as a precision dimensional inspector, apply to Pete Barnett, Oregon Saw Chain Division, 4909 International Way, Milwaukie, OR 97222, or call 654-6532 for more information.

### OREGON SAW CHAIN

Div. of Omark Industries

An Equal Opportunity  
Employer

## INSURANCE

### CASUALTY RATER

Opening with North Pacific Insurance for commercial casualty rater. 2 yrs. commercial casualty rating exp. Incl general liability, commercial and private passenger auto. Cedar Hills loc. Exc. benefits.

Call Personnel 8:30 to 4:30 p.m.

643-7661

Equal Opportunity Employer m-f

## WANTED!

Self directing, assertive RN's with critical care skills. Join the staff at Emanuel ICU, offering:

Modular orientation  
10 hr shift on nights  
Excellent educational benefits

Please contact Faye Miski, 280-4164, or apply personal office:

**Emanuel Hospital**  
2809 N. Gantenbien Street  
Portland, OR 97227

## INSURANCE

### POLICY ASSEMBLER

Good typing skills, 40-50 wpm.  
\$600 mo to start - excellent benefits  
Cedar Hills location

Call Personnel 8:30 to 4:30 pm

643-7661

Equal Opportunity Employer m-f

## INSURANCE

### FARMER'S INSURANCE has openings for:

#### POLICY TYPIST

40-50 wpm net typing. No insurance experience necessary.

#### GENERAL CLERICAL: POLICY CHECKERS

Verifies completeness and accuracy of all types of documents in the Automobile Division. No insurance experience necessary.

#### TRANSCRIBING OPERATORS

50-60 wpm net. Dictaphone experience desirable. Salary commensurate with experience.

#### UNDERWRITER TRAINEE

4 year college degree required. No insurance experience necessary.

#### KEY ENTRY OPERATORS

Full time day & 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 weekdays.

### FARMER'S INSURANCE GROUP 620-6283

An Equal Opportunity Employer