

Portland Observer JOB FINDER

INSURANCE

CLAIMS ANALYST

OPS BLUE SHIELD
Offers a choice of a 40 hour week or 4-day 36 hour week to experienced medical claims analyst. Will train individual with doctor's office or hospital experience with medical terminology and coding. Excellent benefits. Contact:

Virginia Smith
243-7405

Equal Opportunity
Employer
Handicapped Welcome

INSURANCE

UNIT SECRETARY

AM position available in extremely busy ICU-CCU area. Critical care experience and ability to work under pressure required.

Excellent starting salary. Fully paid medical, dental, vision and life insurance.

Personnel Dept.
EASTMORELAND
General Hospital
2900 SE Steele
Portland, OR 97202
An Equal Opportunity Employer

TYPIST

POLICY TYPISTS

40 wpm net typing speed. No insurance experience necessary. Full benefit package with profit sharing after 2 full months of employment.

Applications accepted between 9 and 1 weekdays



FARMERS INSURANCE GROUP
620-6283
An Equal Opportunity Employer

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
(2 blocks north of Burnside)
Portland, OR 97212
An Equal Opportunity Employer

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 Infocore 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 97007

An equal opportunity employer m/f.

Tektronix
COMMITTED TO EXCELLENCE

CITY OF PORTLAND EMERGENCY COMMUNICATIONS OPERATOR TRAINEE

\$5.16/hr. to start-\$5.63/hr. after six months plus generous benefits.

After 6 month training program will be eligible for appointment to EOC I. Will receive and evaluate calls from citizens for police and emergency medical services. Will operate computer terminals and radio equipment requiring speed and accuracy. Work is demanding, stressful and rewarding. Shift work is involved.

APPLY
Portland Civil Service Board

510 S.W. Montgomery
Portland, OR 97201

No later than Monday,
November 19, 1979
An Equal Opportunity Employer

SENIOR ACCOUNTANT

\$1,392 approx. mo to start-\$1,638 approx. mo after one yr.
High level professional work in establishing and maintaining city accounting records. Must be able to work with computerized general ledgers and other accounting sub-systems; may be responsible for analyzing and interpreting ordinances and resolutions; supervising and directing employees; and serving as special auditor as assigned.

ASSOCIATE ACCOUNTANT

\$1,175 approx. mo to start-\$1,524 approx. mo after three yrs.
Professional accounting work in recording, classifying and analyzing the data and records of the city's financial transactions. May be responsible for manual subsidiary ledgers; comparing and reconciling subsidiaries with computer printouts; auditing and verifying accuracy of financial transactions; cost and accounting; and preparing accounting reports. City employees receive paid medical, dental and life insurance, as well as paid vacations, holidays and sick leave in addition to salaries. Applicants interested in either position must file a separate application for both.

APPLY
Portland Civil Service Board

510 S.W. Montgomery
Portland, OR 97201

No later than Monday,
November 19, 1979. Women & Minorities are urged to apply.

An Equal Opportunity Employer

WORD PROCESSING PROOF READER

The Port of Portland has an immediate need for a word processing proof reader located at our Lloyd building offices. Starting annual salary is \$9,900. Preferred qualification include progressive course work or experience in language arts or business english, ability to apply excellent spelling, punctuation, capitalization, and grammatical skills in an accurate manner, ability to efficiently and accurately proof read and copy mark type written and typeset document and teaching and training experience helpful. If interested and qualified, apply in person:

15th Floor
Personnel Office
700 N.E. Multnomah
All applications must be received by 5:00 p.m.
Monday, Nov. 26, 1979
An Equal Opportunity Employer

INSURANCE

Wanted now! On the job training, medical claims processor. Good math and communications skills helpful. Excellent benefit package. Flex hours. Parking available. Call 224-6980, 8-4 M-F for appointment.

**PRUDENTIAL
INSURANCE CO.**
An Equal Opportunity Employer

DATA PROCESSING PROGRAMMER ANALYST

GAF, a leading manufacturer of the famous View-Master and Panavue products, has an immediate opening for a Programmer Analyst.

We are looking for an applicant to develop new programs and perform maintenance on existing programs. Position requires a minimum of 1 year of experience in COBOL and BAL languages. We need a candidate who can adapt these languages to a variety of manufacturing and accounting applications and who can follow the projects through to completion. The ability to communicate with user departments is essential.

We will provide you with a competitive salary and immediate comprehensive benefit program.

To get more details on the professional advantages of joining GAF, call Dan Nottage 644-1181 or send your resume in confidence to:

DAN NOTTAGE
Personnel Manager
GAF CORP.
PO Box 490
Portland, OR 97207



Equal Opportunity Employer M/F

CLERK TYPIST

Immediate full time clerk typist position open in downtown location. Must type 40 to 50 wpm. General office experience helpful but not necessary. Benefits include; free parking and cafeteria facilities. Minimum starting salary \$600 month plus 9 percent night shift differential.

TELLERS

Full and part time tellers throughout Portland metro area. Experience preferred but will train.

PROOF OPERATORS

Immediate full time opening for proof operators in downtown location. Will train person with 10-key skills. Swing shift with variable hours. Benefits include free parking and cafeteria facilities. Minimum starting salary \$600 plus 9 percent shift differential. Apply in person 10 am to 2 pm.

**FIRST NATIONAL
BANK OF OREGON**
1300 SW 5th 13th Fl.
An Equal Opportunity Employer

TYPIST

CLERK TYPIST
Entry level position into busy claims department for NW's largest private carrier of workers comp insurance. Typing of various claim forms and some general office. Accurate typing 40 wpm needed. Opportunities for advancement. Salary plus excellent benefits. Contact Personnel, 241-2411 between 1 and 5 pm. EBI Companies.
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.

DRAW COORDINATOR

Steel construction company looking for someone under general supervision to expedite, update, log, prepare and distribute necessary drawings to appropriate personnel. One year preferred with ability to read blueprints desired. Apply in person at:

Equal Opportunity Employer

**NORTHWEST MARINE
IRON WORKS**
2516 N.W. 29th Ave.
Building No. 9
Portland, Oregon 97208
Equal Opportunity Employer

SECTION SECRETARY (Timber Lake Job Corps)

Located 25 miles East of Estacada. 75 percent., 11 months per year (30 hours per week). Position available immediately. **Qualifications:** High school graduate or equivalent. Typing-50 words per minute. One (1) year previous office experience, communication skills with the general public. **Position Description:** Perform secretarial and clerical duties as assigned by department chairperson, including preparation of correspondence, tests, minutes of meetings, statistical reports, etc. Position will also require telephone work and maintaining files. **Salary:** \$538.00 per month (for 30 hours per week) (Support Staff Schedule) **Application Deadline:** Open until sufficient applications are received.

Contact:
**CLACKAMAS
Community College**

Personnel Office
19600 S. Mollalla Ave., Oregon City, Or. 97045
866-2631, Ext. 318
Clackamas Community College is An Equal Opportunity/Affirmative Action Employer

ELECTRICIAN

The Port of Portland has a current vacancy for an electrician located at our Swann Island ship repair yard. Starting wage is \$10.80 per hr. Minimum of journeyman manufacturing license required. Qualifications preferred; included journeyman wireman electrician license, education and experience leading to knowledge of industrial electronics and electrical systems, ability to read and interpret circuit diagrams, use test equipment etc. Required to work on all voltages through 12,500 volts. If interested and qualified, apply in person,

15th floor
Personnel Office
700 N.E. Multnomah.
All applications must be received by 5:00 pm
Monday, Nov. 19, 1979.
An Equal Opportunity Employer

ASSISTANT ANALYST

Immediate opening exist for individual wanting to expand knowledge and skill as assistant analyst in a CICS/VI and IMS VS environment. Must have equivalent of 1 year experience as assistant analyst 3 year programming or related education or training. Send resume or contact:
Bob Hayden
**University of Oregon
Health Sciences
Center**
Campus Services Bldg
3181 S.W.
Sam Jackson Park Rd.
Portland, Or 97201
Call 221-7849
An Equal Opportunity Employer

ACCOUNTS PAYABLE/PAYROLL CLERK

(Lutheran Family Service of Oregon) An energetic, enthusiastic person needed to perform the following functions: maintaining accounts payable journals and cash disbursement journals, semi-monthly aging of payables, semi-monthly payroll and related reports to the state and federal government. Must have accounting degree or knowledge of accounting concepts and related experience. Experience with non-profit accounting (fund accounting) helpful. Salary depending on experience. Send resume to:

Debbie Vossler
Director
Administrative Services
LUTHERAN FAMILY SERVICE
635 N.W. 18th Ave.
Portland, Or 97209
An Equal Opportunity Employer

BANKING

Excellent opportunity in our mortgage loan dept. for experienced loan closer. Requires 2 years experience in loan closing and drawing legal documents. Light accounting helpful. 40 wpm. Excellent benefits. Downtown location. Please call 248-2112

**TRAVELERS
INSURANCE**
707 S.W. Wash.
An Equal Opportunity Employer M-F-H

GENERAL OFFICE GROUP CLAIMS

Position for responsible person who is detail oriented and can work independently. Requires 2 years office experience and 30 wpm. Excellent benefits. Downtown location. Please call 248-2112

**TRAVELERS
INSURANCE**
707 S.W. Wash
Equal Opportunity Employer M-F-H

RETAIL SALES

JAFCO

TAKING APPLICATIONS FOR FULL PART TIME

**Christmas Positions.
JEWELRY
GENERAL SALES
CAMERA
STEREO
SPORTING GOODS**

Retail sales clerks wanted who are energetic, responsible and have work exp. Jafco needs you. Positions available immediately.

PLEASE APPLY IN PERSON

JAFCO BEAVERTON
10500 SW Beaverton highway
JAFCO GRESHAM
2095 SE Burnside
JAFCO MILWAUKIE
16250 SE MCLOUGHLIN
An Equal Opportunity Employer

FINANCIAL SPECIALIST 1 (Grant account)

\$1,428 per month. Performs professional accounting, coordinates with internal auditors, and performs fiscal management work in the area of grants. Develops and participates in writing grant accounting procedures and policies. May require supervision on special projects. **TO QUALIFY** Applicants must have one year of experience in accounting or fiscal management with a minimum of six months in grant accounting. **APPLY** for the above position no later than 4:30 pm Friday, November 28, 1979.

WHERE TO APPLY
**Multnomah County
Personnel Office**
426 SW Stark,
7th Floor
Portland, Or 97204
Phone: (503) 248-5015
An Equal Opportunity Employer

LEGAL AID

Part time telephone Welfare Hotline Paralegal. Two years college or equivalent experience with welfare and food stamp procedures. Heavy telephone caseload. 24 hours weekly. \$420 to \$540 monthly. Full medical. Minorities, women and handicapped encouraged to apply. Send resumes only to:

J.R. Forester
310 S.W. Fourth
Room 900
Portland, Or 97204

CITY OF PORTLAND THERAPEUTIC RECREATION PROGRAM SPECIALIST

Approx. \$1,345/mo. to start, increasing to \$1,607/mo. after 3 years. Generous benefits are in addition to salary. This is entry level professional work assisting individuals with physical, mental or emotional disabilities to involve themselves in recreational activities. Will identify the recreation needs of disabled individuals; plan, publicize, conduct and evaluate classes and activities including area-wide Special Olympics; coordinate with other social service agencies; and supervise and train part-time and volunteer staff.

APPLY
Portland Civil Service Board
510 S.W. Montgomery
No later than Tuesday,
November 27, 1979
Women & Minorities are encouraged to apply
An Equal Opportunity Employer

TYPIST/STATISTICS

Entry level person needed for large workers comp firm in stat department. Accurate typing of numbers essential and some office experience helpful. Great people and benefits.

Apply:
**Personnel Department
EBI COMPANIES**
10157 S.W. Barber Blvd
Monday-Friday between 1:00 p.m.-5:00
An Equal Opportunity Employer

SECRETARIES

We need special people for several openings from executive secretary to clerk. You should have typing 50-70 wpm, 1 to 5 years office experience, and ability to learn quickly. Join a growing team. Apply at 3601 SW Murray Blvd., Beaverton.

**FLOATING POINT
SYSTEMS, INC.**
An Equal Opportunity Employer M-F-H

ENERGY.
We can't afford to waste it.

U.S. Department of Energy

SENIOR STENO. CLERK

\$901 approx. mo. to start-\$1,021 approx. mo. after one year.
Difficult and responsible clerical work acting as secretary to bureau manager or to staff of professional employees. May be responsible for records and minutes of meetings; responding to inquiries; and supervising clerical staff. Shorthand required in some positions.

APPLY
Portland Civil Service Board
510 S.W. Montgomery
Portland, OR 97201
Open Continuous: Women & Minorities are encouraged to apply.
An Equal Opportunity Employer



Broke up with boyfriend? Want to start dating? Call Joanne or Mary 235-1970

INSURANCE POLICY CHECKERS

Verifies completeness and accuracy of typed documents in the Automobile Division. No insurance experience necessary. Full benefit package with profit sharing after 2 full months of employment.

Applications accepted between 9 and 1 weekdays.



FARMERS INSURANCE GROUP
620-6283
An Equal Opportunity Employer

NURSING

RN'S DIALYSIS

3 p.m. to 11 p.m.

Part time or full time position available. Expanding Dialysis Department requires additional staff for full continuum of modern dialysis treatment. Patient care area in ICU-CCU, inpatient, outpatient, and home training center.

Prefer 6 months dialysis experience. In lieu of dialysis experience would accept 1 year acute med-surg. experience. 2 months training on days. Excellent benefits.

Apply between 9 and 2 p.m.
Employee Relations

**GOOD SAMARITAN
HOSPITAL & MEDICAL CENTER**

2183 NW Northrup
Portland, OR 97210
An Equal Opportunity Employer

ELECTRONIC MANUFACTURING

Electronic firm in Gresham area has immediate opening for Tool and Die maker, tool and die lead person. General assembly experience preferred. Excellent benefits. New contract rates.

APPLY
Hathaway
Electronic Specialist
18900 N. E. Sandy
Portland, OR 97202
Equal Opportunity Employer

RATERS PART TIME

We are looking for commercial raters who would like to work part time. If you are experienced and would like to know more about us regarding jobs/hours, call us! We have excellent benefits, to support a competitive salary. Call us today, 643-7661 Ask for Hal Adrian

Equal Opportunity Employer m-f