

# Portland Observer JOB FINDER

### FIREFIGHTING OREGON CITY CIVIL SERVICE COMMISSION

Announces an open competitive examination for

#### FIREFIGHTER

Beginning rate \$1321 mo. requirements: applicants must be between the ages of 19 and 30 by the last filing date. Names will be removed from the eligible list when candidates reach their 31st birthday. Applicants will not be appointed from the eligible list until they are 21 years of age. Applicants must be in excellent mental and physical health. Some of the medical standards are described on the application. Applicants must possess a valid drivers license prior to appointment. Felony and misdemeanor conviction may disqualify. Examination: written test, physical capability demonstration and an oral interview. Each will be weighted at 33 1/2 percent for the final grade. Special notes: invitations to participate in the physical capability demonstration and invitations to participate in the oral interview will be limited to a number sufficient to satisfy projected staffing requirements. To be placed on the eligible list candidates must successfully complete all parts of the examination. Applications: an application must be filed no later than Nov. 30, 1979, at The Oregon City Civil Service Commission Office, City Hall 624 7th St. Oregon City, Oregon.

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliations or any other non merit factor.

#### 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. Washington 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. Washington An Equal Opportunity Employer M-F-H

#### MAINTENANCE

Career opportunity for maintenance electrician (certified). Must be experienced in electrical and general maintenance with good mechanical background. \$7.90 hr plus excellent fringe benefits.

#### APPLY

**SHERATON PORTLAND HOTEL 1000 N.E. MULTNOMAH**  
An Equal Opportunity Employer

#### YOUNG BLIND MAN NEEDS FRIEND

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

### WE'RE LOOKING FOR PEOPLE WHO LIKE PEOPLE

We subscribe to the old fashion idea that by keeping our employees happy we'll also keep our customers happy. We begin by looking for people who are helpful and friendly by nature. Then, we offer them good salaries, excellent benefits and pleasant working conditions.

Interested? We need people in these positions right away.

#### TELLERS

Immediate opening for Tellers in our Lloyd Center, Raleigh Hills, W. Burnside and Milwaukie offices. Must have reliable transportation, minimum of 6 months cash handling and light typing skills. Excellent training program and good benefits.

Apply in person: Personnel Dept. FARWEST FEDERAL SAVINGS 421 SW 6th Ave. Portland, OR An Equal Opportunity Employer M/F/H/V

#### IT'S THE FARWEST WAY

#### VOLUNTEER COORDINATOR

For listeners supported radio station. Experience in personnel, community organizing and working with volunteers helpful. Need good communication, organizational skills. \$710 month. An Equal Opportunity Employer. Women and minorities encouraged to apply. Send resume by Dec. 1, 1979 to:

Michael Wells KBOO 65 S.W. Yamhill Portland, Oregon 97204

#### DEVELOPMENT DIRECTOR

For listeners supported radio station. Need experience in fund raising, publicity, organizational skills. \$710 month. An Equal Opportunity Employer. Women and minorities encouraged to apply. Send resume by Dec. 1, 1979 to:

Michael Wells KBOO 65 S.W. Yamhill Portland, Oregon 97204

#### CITY OF PORTLAND AUDITORIUM MANAGER

Approx. annual salary \$22,672 to \$28,870. This is responsible managerial work directing the operation of a 3,000 seat performing arts hall in downtown Portland. The civic Auditorium programming ranges from symphony and opera to major road shows and conventions. Will direct daily operations of the Civic Auditorium including scheduling, securing permit agreements, supervising staff, as well as budgeting and accounting activities.

APPLY Portland Civil Service 510 S.W. Montgomery Portland, Oregon 97201 No later than Monday December 3, 1979. Women & Minorities are encouraged to apply. An Equal Opportunity Employer

#### ADMINISTRATIVE ASSISTANT

Assist in the coordination of child care program. \$3.90 an hour. Must be resident of Multnomah or Washington County outside Portland city limits. Contact:

Mult/Wash CETA Constorium 256-0535 4110 NE 122nd Portland

#### ADMINISTRATIVE SECRETARY

V.P. of large organization needs highly skilled secretary to handle meeting minutes, correspondence, travel and meeting arrangements, and the daily crisis. "ability to leap tall buildings in a single bound would be helpful." Diplomacy and discretion a must. Typing 70, shorthand 100. Minimum 3 yrs secretarial exp required. This challenging career position offers excellent salary and benefits. Super secretaries respond with introductory cover letter, resume, and salary requirements to:

P.O. Box 3137 Portland, OR 97207 An Equal Opportunity Employer

#### COMPUTER PROGRAMMER

Lewis & Clark College for administrative programming on VAX 11-780. Requires one year of business type application or school administrative programs and data entry experience. Fortran is the primary language. Submit resume and 3 letters of reference by Dec. 3, 1979 to:

Personnel Services Lewis & Clark College 0615 S.W. Palatine Hill Road Portland, OR 97219 For more information call 244-6161 Ext. 330. An Equal Opportunity Employer

#### WOODLAND PARK MENTAL HEALTH CENTER

1400 S.E. Umatilla 234-5353, Ext. 366 We encourage all minority applicants An Equal Opportunity Employer

#### RESTAURANT KITCHEN HELP PART TIME

Excellent opportunity for students. 4:15 p.m. to 8:15 p.m. Some experience in pots & pans or tray line helpful. \$4.33 an hour. Excellent benefits. Apply between 9 and 2 p.m. Department of Human Resources GOOD SAMARITAN Hospital & Medical Center 2183 NW Northrup An Equal Opportunity Employer

#### FLLOATING POINT SYSTEMS, INC.

An Equal Opportunity Employer M-F-H

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#### SECRETARY MT. HOOD C.C.

3 yrs of clerical incl. at 1 year of working in school or similar situation. Typing 60 wpm, shorthand 100 wpm. \$761-\$790 mo. Closing date Nov. 28, 1979. Please Call 667-7200.

Affirmative Action/ Equal Opportunity Employer

#### SECRETARY

Assist Director of State Bar Affirmative Action Program and provide secretarial assistance to other bar departments. Need person with combination of secretarial skills and ready identification with the problems of minority community. Must have experience with typing, switchboard, light bookkeeping, and general office work. Starting salary \$734-\$807. Send resume and/or application to:

Don Williams Business Manager, Oregon State Bar 1776 SW Madison Portland, OR 97206 An Equal Opportunity Employer

#### TYPIST

Engineering firm has immediate opening for part time typist. 20 hr week & noon to 5 pm, Tues thru Fri. Typing 60 wpm & clerical skills necessary.

SWAN WOOSTER ENGINEERING, INC. 238-7050 500 NE MULTNOMAH

#### SECRETARY

Under the supervision of chief accountant, performs a variety of clerical and accounting tasks, needed within the business dept. General knowledge of accounting through education or experience preferred. Good typing and calculator operation skills necessary. \$840 to \$884 mo. depending upon exp.

Benefit package incl: medical and dental insurance, paid vacation and sick leave, retirement and educational benefits. North Clackamas School District 4444 SE Lake Rd. Milwaukie An Equal Opportunity Employer

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#### CIVIL ENGINEER

Four year degree, professional registration and minimum of 4 years experience in water sewage, street or transit design. Starting salary depending upon qualification.

#### DRAFT PERSON

Civil design with S.W. Portland consulting (M.B.E.). Minimum of 3 years experience in water, sewage, street or transit layout. Salary \$1,200 to \$1,425 per month depending on qualification. Cooper & Assoc. Inc. Ph. 639-4914 An Equal Opportunity Employer m-f-h

#### INSURANCE

Learn through on the job training how to be medical claim processor. Good math & communication skills helpful. Excellent benefit package. Flexible hours. Good opportunity for growth and advancement. Call 224-6980, 8-4 Monday through Friday for appointment.

#### PRUDENTIAL INSURANCE CO.

An Equal Opportunity Employer

#### NEWS DIRECTOR

For listener supported radio station. Need to organize and run fledgling news department, coordinate twenty volunteers. Experience in news, broadcasting, management, organizing helpful. \$710 month. An Equal Opportunity Employer. Women and minorities encouraged to apply. Send resume by Dec. 1, 1979 to:

Michael Wells KBOO 65 S.W. Yamhill Portland, Oregon 97204

#### PRODUCTION CONTROL MANAGER

This professional will be responsible for production control including: implementing the master schedule, subassembly planning and change control. Involvement with new product introductions and interfacing with marketing, engineering, finance, inventory control and purchasing. Production control management experience in the electronics industry is mandatory and familiarity with MRP systems. Salary commensurate with experience. For immediate consideration, contact Shelly Smith 641-3151, ext 145 or send confidential resume to P.O. Box 23489-P.O. 05, Attention, Shelly Smith, Portland OR 97223.

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#### INFORMATION & REFERRAL COORDINATOR

Responsible for information & referral. Escort services within the P.A.C.T. senior program; supervises information & referral specialist and escort aide. B.A. degree of equivalent experience with emphasis on social work and gerontology. One year's experience providing information and referral services. Two year's experience working in aging services programs. One year's supervisory experience. Demonstrated Knowledge of community resources. Starting salary \$875 mo. Closing date: November 27, 1979.

#### SOUTHEAST SENIOR SERVICE CENTER

3588 S.E. Division Portland, OR 97202

#### 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 510 S.W. Montgomery Portland, OR 97201 No later than Monday December 3, 1979. Women and Minorities are encouraged to apply. An Equal Opportunity Employer

#### CLERICAL A-R CLERK

Prepare daily receipts for daily input & make necessary adjustments, reconcile activity to detail & balance on weekly basis & maintain files. Accurate typing, 10-key calculator skills, & experience in customer relations. Require 2 years general office background with experience in computerized A-R Systems. Our benefit plans include: Medical-Dental-Life insurance; Tuition reimbursement; savings plan; & many others. To apply please contact our Human Resources Department.

#### APPLY

B-D Drake Willock 13520 Pheasant Ct Portland, OR 97222 695-3355 An Equal Opportunity Employer

#### SECRETARY

Molalla Law Office seeks legal secretary trainee. Must be aggressive and have good typing and general office skills. Legal experience not necessary. Salary commensurate with ability, fringe benefits. Call Sylvia at 829-6847 between 10 a.m.-4 p.m. for interview appointment. An Equal Opportunity Employer

#### FILE CLERK

Looking for a career opportunity? Try our hat on for size! We are looking for an aggressive, hard working individual with a minimum of 6 months office filing experience. The file clerk position we are seeking to fill entails sorting, filing and making inter-office deliveries. This position offers excellent advancement opportunity, good benefits and a convenient downtown location.

If you are interested please contact Ms. Albrecht for an appointment. Phone 226-3761. FIREMANS FUND INSURANCE COMPANIES 121 SW Salmon Suite 900 Willamette Center Portland, OR 97204 An Equal Opportunity Employer M/F

#### MAINTENANCE MECHANIC

Full time, day position available at in-patient, psychiatric hospital. exp needed in general building maintenance (electrical, mechanical, and light carpentry). Previous hospital exp preferred. Salary dependant on exp.

#### WOODLAND PARK MENTAL HEALTH CENTER

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#### CITY OF PORTLAND LAW CLERK

Approx. monthly salary \$1,090 to start, increasing to \$1,317 after 3 years plus benefits for full-time employees. This is subprofessional legal research work assisting staff attorneys in the City Attorney's Office. Will perform legal research; draft contracts, leases, pleadings, ordinances, letters and opinions; maintain office library; investigate claims; and assist in federal grant applications.

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#### MULTNOMAH COUNTY

#### Occupational Therapy Assistant (COTA)

\$1,063-1,240 per month. Assists an Occupational Therapist in administering therapeutic occupational rehabilitation program for aged and infirm patients at Edgfield Manor in Troutdale. TO QUALIFY Applicants must be certified as an Occupation Therapy Assistant.

#### Physician - Indochinese Clinic (Unclassified)

\$28,981-42,804, depending on qualifications and experience. Administers medical care and treatment services to Indochinese clients as part of the County health program for Indochinese refugees. Specific responsibilities will include direct medical treatment, provision of education and consultation services to other health professionals, and participation in planning and program development. TO QUALIFY 1) Three years professional experience in the practice of general medicine. 2) Graduation from an accredited school of medicine, supplemented by an approved internship in the state of Oregon. 3) Current license to practice medicine in the state of Oregon. 4) Ability to speak and understand an Indochinese language (Vietnamese, Laotian, Cambodian or Hmong).

#### APPLY

Portland Civil Service 510 S.W. Montgomery Portland, OR 97201 No later than Monday December 3, 1979. Women and Minorities are encouraged to apply. An Equal Opportunity Employer

#### WHERE TO APPLY

Multnomah County Personnel Office, 426 SW Stark, 7th Floor, Portland, Oregon 97204. PHONE: (503) 248-5015.

#### APPLY

An Equal Opportunity Employer

#### APPLY

Positions no later than 4:30 p.m., Friday, November 30, 1979.

#### CONTACT:

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

#### CLACKAMAS Community College

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

#### COMMUNITY DEVELOPMENT SPECIALIST

Full time, 12 months. Selection Criteria: Bachelor degree and 2 years work experience with community development. Salary: \$1,280 - 1,408 per month. Deadline December 7, 1979. Call for further information.

#### COMMUNITY SERVICES AND COMMUNITY RECREATION

Half time, 12 months per year. Selection Criteria: type 45 wpm; one year previous experience. Salary: \$4.14 per hour. Immediate opening.

#### PUBLICATIONS MANAGER