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# 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 ½ per cent for the final grade. Special notes: invitations to participate in the physical capability demostration 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. Ap. plications: 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 orgin, sex, political affiliations or any other non merit factor

BANKING Excellent opportunity in We'RE LOOKIN FOR PEOPLE WHO LIKE PEOPLE We subscribe to the old

Affirmative Action/ fashion idea that by keeping our employees happy we'll also keep our customers happy. We begin by looking for people who are helpful Assist Director of State and friendly by nature. **Bar Affirmative Action** Then, we offer them Program and provide good salaries, excellent secretarial assistance to benefits and pleasant other bar departments.

working conditions. Need person with combination of secretarial Interested? We need skills and ready identifipeople in these positions cation with the problems right away of minority community.

## TELLERS

Immediate opening for Tellers in our Llovd 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 listerners 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

For listerners supported

radio station. Need ex-

perience in fund raising,

97204 DEVELOPMENT DIRECTOR

SECRETARY MT. HOOD C.C.

Call 667-7200.

Equal Opportunity

Employer

SECRETARY

Must have experience

with typing, switch-

bookkeeping, and

general office work.

Starting salary \$734-

\$807. Send resume

Don Williams

Business Manager,

**Oregon State Bar** 

1776 SW Madison

Portland, OR 97205

Equal Opportunity

Employer

TYPIST

SWAN WOOSTER

238-7050

SECRETARY

and accounting tasks,

needed within the

business dept. General

knowledge of accoun-

ting through education

or experience preferred.

Good typing and

calculator operation

skills necessary. \$840 to

\$884 mo. depending

Benefit package incl:

medical and dental in-

surance, paid vacation

leave,

and

sick

retirement

upon exp.

and

and/or application to:

light

board,

necessary.

Four year degree, 3 yrs of clerical incl. at 1 professional registration year of working in school and minimum of 4 years or similar situation. experience in water Typing 60 wpm, shortsewage, street or transit hand 100 wpm. \$761 design. Starting salary depending \$790 mo. Closing date upon Nov. 28, 1979. Please qualification.

#### DRAFT PERSON

**CIVIL ENGINEER** 

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 Equal Opportunity Employer m-f-h

#### INSURANCE

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

INSURANCE CO. An Equal Opportunity

**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

### **KBOO**

65 S.W. Yamhill Portland, Oregon 97204

37204
 PRODUCTION
CONTROL
MANAGER

This professional will be responsible for production control including: implementing the master schedule, subassembly planning and change control. In-

#### 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 evalute classes and activities including areawide 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

NURSE REGISTERED

Employer

#### 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

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

#### **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, ordiances, letters and opinions; maintain office library; investigate claims; and assist in federal grant applications 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

#### MULTNOMAH COUNTY

**Occupational Therapy** Assistant (COTA) \$1,063-1,240 per month. Assists an Occupational Therapist in ad ministering therapeutic occupational rehabilita tion program for aged and infirm patients at Edgefield Manor in Troutdale. TO QUALIFY Applicants must be cer tified as an Occupation Therapy Assistant.

#### Physician -Indochinese Clinic (Unclassified)

\$28,981-42,804, depen ding 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. 3) Current license to practice medicine in the state of Oregon. 4) Ability to speak and understand an Indochinese language (Vietnamese, Loatian, Cambodian or Hmong). APPLY for the above positions no later than

4:30 p.m., Friday, November 30, 1979. WHERE TO APPLY Multnomah County Personnel Office, 426 SW Stark, 7th Floor, Portland, Oregon 97204. PHONE: (503) 248-5015.

An Equal Opportunity Employer

(see more ads on page 8)

# 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.

#### DEPARTMENTAL SECRETARY CONTINUING ECUCATION

Full-time, 12 months per year. Selection Criteria: High school graduate or equivalent; two years advanced secretarial training desirable; one year previous secretarial experience; typing 50 wpm, minimum. Position Description: Take and transcribe correspondence of Continuing Education Department, inc. minutes of meetings; type reports, forms, etc.; greet callers, give information, answer inquiries; maintain records and files; work with Continuing Education staff in all matters requiring secretarial assistance. Salary: \$777. per month (79-80 Support Staff Salary Schedule( Position available immediately; applications open until sufficient applications are received.

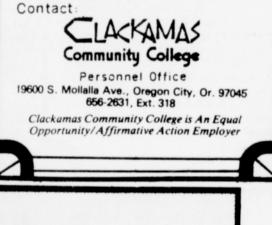
#### SECTION SECRETARY COMMUNITY SERVICES AND COMMUNITY RECREATION

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

#### PUBLICATIONS MANAGER

Full time, 11 months. Selection Criteria: Bachelor degree in graphic arts. Salary: \$18,205 to 19,767 year. Deadline for application, December 28, 1979.

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.



Employer Engineering firm has immediate opening for part time typist. 20 hr week & noon to 5 pm, Tues thru Fri. Typing 60 wpm & clerical skills ENGINEERING, INC. 500 NE MULTNOMAH

Under the supervision of chief accountant, performs a variety of clerical

**Michael Wells** 

our mortgage loan dept.	skills. \$710 month. An	North Clackamas	volvement with new	The following PN	partment.	
for experienced loan	Equal Opportunity Em-	School District	product introductions	The following RN positions are now	B-D DRAKE WILLOCK	
closer. Requires 2 years	ployer. Women and	4444 SE Lake Rd,	and interfacing with		13520 Pheasant Ct	
experience in Ioan	minorities encouraged to	Milwaukie	marketing, engineering,	available at in-patient psychiatric hospital:	Portland, OR 97222	
closing and drawing	apply. Send resume by	Equal Opportunity	finance, inventory con-	poyenatie nospital.	695-3355	
legal documents. Light	Dec. 1, 1979 to:	Employer	trol and purchasing.	DAY SHIFT, 7 am-3:30	Equal Opportunity	and the second s
accounting helpful. 40	Michael Wells		Production control	pm	Employer	
wpm. Excellent benefits.	КВОО	ADMINISTRATIVE	management experience	Medical and psychiatric		
Downtown location. Please call 248-2112	65 S.W. Yamhill	ASSISTANT	in the electronics in-	exp preferred	SECRETARY	ENGINEERS
TRAVELERS	Portland, Oregon	Assist in the coor-	dustry is mandatory and	EVENING SHIFT, 3-	Molalla Law Office seeks	LINUMEERS
INSURANCE	97204	dination of child care	familiarity with MRP	11:30 pm	legal secretary trainee.	
707 S.W. Washington		program. \$3.90 an hour.	systems. Salary com-	Full time and Part time	Must be aggressive and	Oments has seen at the
An Equal Opportunity	CITY OF PORTLAND	Must be resident of	perience. For immediate	positions	have good typing and	Omark has opportunities
Employer M-F-H	AUDITORIUM	Multnomah or	consideration, contact	Medical exp preferred	general office skills.	for you!
	MANAGER	Washington County out-	Shelly Smith 641-3151,	NIGHT SHIFT, 11 pm-	Legal experience not	, goui
GENERAL OFFICE	Approx. annual salary	side Portland city limits.	ext 145 or send confiden-	7:30 am	necessary. Salary com-	
GROUP CLAIMS	\$22,672 to \$28,870. This is responsible managerial	Contact:	tial resume to P.O. Box	Full time and part time	mensurate with ability,	Product Design Engineer
Position for responsible	work directing the	Nult/Wash CETA	23489-P.O. 05, Atten-	positions	fringe benefits.Call	For the design and development of chain, bar and accessory pro-
person who is detail	operation of a 3,000 seat	Constortium	tion, Shelly Smith, Por-	Medical exp required	Sylvia at 829-6847 bet-	ducts. Research design characteristics of products to improve per-
oriented and can work	performing arts hall in		tland OR 97223.	Specialty programs	ween 10 a.m4 p.m. for	formance. Overall build, test, and production design of new pro- ducts.
independently. Requires	downtown Portland. The	256-0535 4110 NE 122-d	FLOATING POINT	Specialty programs at the center include:	interview appointment.	
2 years office experience	civic Auditorium pro-	4110 NE 122nd Portland	SYSTEMS, INC.	adolescent program,	An Equal Opportunity Employer	Manufacturing Engineer
and 30 wpm. Excellent	gramming ranges from	Portland	An Equal Opportunity	geriatric program and	Employer	To handle product assembly, engineering problems, capital equip-
benefits. Downtown	symphony and opera to		Employer M-F-H	drug detox program in		ment justification and perform value analysis studies.
location. Please call 248-	major road shows and			addition to: individual-	FILE CLERK	
2112	conventions. Will direct	ADMINISTRATIVE		ized treatment program.	Looking for a career op-	Machine Design Engineer
TRAVELERS	daily operations of the	SECRETARY	COMPUTER		portunity? Try our hat on	For the design of production machinery and equipment Requires 5
INSURANCE	Civic Auditorium in-	V.P. of large organ-	PROGRAMMER	WOODLAND PARK	for size! We are looking	years of design experience related to small machinery and
707 S.W. Washington Equal Opportunity	cluding scheduling,	ization needs highly	Lewis & Clark College	MENTAL HEALTH	for an aggressive, hard	pneumatic, hydraulic and machine shop practices.
Equal Opportunity Employer M-F-H	securing permit agree-	skilled secretary to han-	for administrative	CENTER	working individual with a minimum of 6 months	Enallities Enal
Employer M-F-H	ments, supervising staff,	dle meeting minutes,	programming on VAX	1400 S.E. Umatilla	office filing experience.	Facilities Engineer
MAINTENANCE	as well as budgeting and	correspondence, docu-	11-780. Requires one	234-5353, Ext. 366	The file clerk position we	To perform planning, cost estimating, design and implementation of
Career opportunity for	accounting activities.	mentation, travel and	year of business - type	We encourage all	are seeking to fill entails.	projects related to the physical plant.
maintenance electrician	APPLY Bestland Civil Convice	meeting arrangements,	application or school	minority applicants	sorting, filing and	Durchasing Engineer
(certified). Must be ex-	Portland Civil Service 510 S.W. Montgomery	and the daily crisis.	administrative programs and telecommunications	An Equal Opportunity	making inter-office de-	Purchasing Engineer
perienced in electrical	Portland, Oregon 97201	"ability to leap tall build-	and data entry experien-	Employer	liveries. This position of-	This is a new position with OMARK. We need someone with 2 years
and general maintenance	No later than Monday	ings in a single bound	ce. Fortran is the primary	RESTAURANT	fers excellent advance-	of related experience to act as a technical liaison between the pur- chasing department and the various engineering departments to
with good mechanical	December 3, 1979.	would be helpful."	language. Submit	KITCHEN HELP	ment opportunity, good	assist in the development of specifications for purchased items.
background. \$7.90 hr	Women & Minorities are	Diplomacy and dis-	resume and 3 letters of	PARTTIME	benefits and a con-	If you would like to work for one of the most progressive companies
plus excellent fringe	encouraged to apply.	cretion a must. Typing	reference by Dec. 3,	Excellent opportunity for	venient downtown	in the Northwest, and put your talents to work in an aggregative
benefits.	An Equal Opportunity	70, shorthand 100.	1979 to:	students. 4:15 p.m. to	location.	challenging environment, then you owe it to yourself to investigate
APPLY	Employer	Minimum 3 yrs secre-	Personnel Services	8:15 p.m. Some ex-	If you are interested	OMARK INDUSTRIES. If you are anxious or just would like to talk about a new career, call Pete Barnett at 503/654-6531, or send
SHERATON		tarial exp required. This	Lewis & Clark College	perience in pots & pans	please contact Ms.	your resume to Oregon Saw Chain Division, 4909 International
PORTLAND HOTEL	100	challenging career	0615 S.W. Palatine	or tray line helpful. \$4.33	Albrecht for an appoint-	Way, Portland, OR 97222.
1000 N.E.	12 110	position offers excellent	Hill Road	an hour. Excellent	ment. Phone 226-3761.	
MULTNOMAH		salary and benefits.	Portland, OR 97219	benefits. Apply between	FIREMANS FUND	an equal opportunity employer
An Equal Opportunity		Super secretaries respond with intro-	For more information call	9 and 2 p.m.	INSURANCE	
Employer	ARTIN	ductory cover letter,	244-6161 Ext. 330.	Department of	COMPANIES	
	11 - 11	resume, and salary	An Equal Opportunity	Human Resources	121 SW Salmon	
YOUNG BLIND MAN	1 Contraction	requirements to:	Employer	GOOD SAMARITAN	Suite 900	
NEEDS FRIEND	Broke up with boyfriend?	P.O.Box 3137	Anyone having infor-	Hospital & Medical Center	Willamette Center	OREGON
A friend to do things	Want to start dating?	Portland, OR 97207	mation on police	2183 NW Northrup	Portland, OR 97204	Saw Chain
with, go out to clubs.	Call Joanne or Mary	An Equal Opportunity	harassment, please	An Equal Opportunity	An Equal Opportunity	Division OMARK®
Dennis Lewis, 249-8060.	235-1970	Employer	call 224-6176 evenings.	Employer	Employer M/F	DIVISION INDUSTRIES
				Linpioyer		