

## Portland Observer JOB FINDER

### COMPUTER OPERATOR/CONTROL CLERK

IBM 138, DOS-VS power VS CICS VS. Four day work week. Preferably 6 months to one year experience. EOP schooling. Call personnel between 8:30 and 4:30. 643-7661  
*Equal Opportunity Employer M-F*

### 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 1/3 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.

1968 Chrysler New Yorker for sale. Needs engine. Excellent body. \$300. R/H Phone: 283-8338

### PART-TIME CLERK

Immediate opening for part-time person to work in our claims department. Requires typing, filing and adding machine abilities. Preferred claims experience with training in coding. Hours, Monday through Friday, 12:30 to 4:30. Call personnel between 8:30 A.M. to 4:30 P.M. 643-7661

*Equal Opportunity Employer M-F*

### MACHINIST, JOURNEYMAN

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

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

We offer excellent working conditions and good benefits.

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

### 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

### 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*

### ELECTRONICS

#### TEST ENGINEERS

You will run all diagnostic tests on our array processors to qualify the units for shipping. You must have a BSEE or equivalent or have worked a minimum of 2 years in repairing digital circuitry to component level. We would prefer minicomputer experience.

For immediate consideration contact Shelly Smith 641-3151, ext 154 or send confidential resume to PO Box 23489-PO7, attention Shelly Smith, Portland, OR 97223.

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

### DENTAL ANALYST

Perform timely and consistent application of dental contract benefits. Maintain adequate production standards and keep abreast of systems changes to insure proper processing of dental claims. Must have detailed working knowledge of dental terminology and ada coding. Must be able to operate 10-key adding machine. Please call 225-5272 for appointment.

**Blue Cross of Oregon**  
100 S.W. Market Portland, OR.  
*Equal Opportunity Employer*

### ADMINISTRATIVE SECRETARY

V.P. of large organization needs highly skilled secretary to handle meeting minutes, correspondence, documentation, 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*

### UTILITY WORKER I

Performs a variety of manual and semi-skilled tasks in maintenance and construction of City facilities. Req. One yr. general construction exp. including exp. in operating light motorized equip. Able to perform manual tasks req. lifting and carrying. Written exam and physical demonstration test. Deadline for App. 12-7-79. To apply contact  
**City Of Milwaukie**  
10722 SE Main St. Milwaukie, Ore.

### SYSTEMS ANALYST

Immediate opening exists for individual wanting to expand knowledge and skills as a Systems Analyst in a CICS/VS and IMS/VS environment. Must have equivalent of one (1) year experience as Systems Analyst and three (3) years programming or related education or training. Send resume or contact:

**Bob Hayden**  
University of Oregon Health Sciences Center  
Campus Services Building  
3181 S.W. Sam Jackson Park Road, Portland, OR 97201  
Phone 221-7849  
*An Equal Opportunity Employer*

### SENIOR SURVEYING TECHNICIAN

For municipal consulting engineering firm. Exp. required in the surveying and mapping of utilities, roads, land and construction staking. Excellent fringe benefits, salary depends on qualification. Send resume to:

**STRAAM ENGINEER, INC.**  
5505 S.E. Milwaukie City 97202  
*Equal Employment Opportunity Affirmative Action Employer M/F/H*

### DATA PROCESSING

#### LEWIS & CLARK COLLEGE

Computer programmer to support academic programming in teaching and research on VAX-780. Requires 1 year experience in a wide variety of user application and have a general knowledge of a variety of programming languages. Experience with SPSS or VMDT and some experience managing a group of assistants is desirable but not required. Submit resume and 3 letters of reference by Dec., 11, 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*

### ACCOUNTING ACCOUNTS RECEIVABLE

Requires minimum 2 years general office background in computerized A-R systems. Accurate typing, 10-key calculator skills and experience in customer relations.

Our benefits include medical-dental-life insurance; tuition reimbursements; savings plan; and many others.

To apply, please contact our Human Resources Department, 500 NE Multnomah, Portland, OR 97232. 659-3355.

**B-D DRAKE WILLOCK**  
*An Equal Opportunity Employer*

### 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*

### LEGAL AID

Paralegal Civil Litigation Unit. Trial assistant, investigator and counselor in eviction work. Two years' college or equivalent experience in landlord/tenant relations. \$700 to \$900 monthly depending upon experience. Good fringe benefits. Send resumes only to:

**J.R. Forester,**  
310 S.W. 4th Ave. 9th Floor  
Portland, OR 97204  
Position opens January 1, 1980. Minorities, women and handicapped persons are encouraged to apply.

### PAYROLL CLERK OPS BLUE SHIELD

Position requires accredited college course in fundamentals of accounting plus payroll exp (computerized preferably), accurate and rapid 10-key by touch, ability to organize and "prioritize" many tasks to meet scheduled deadlines. Excellent benefits. Contact Pam Smith, 243-7406 after 8:30 am.  
*Equal Opportunity Employer Handicapped Welcome*

### INSURANCE

#### SERVICE REPRESENTATIVE OPS BLUE SHIELD

Has immediate desk opening for individual who enjoys providing customer service. Exposure to medical terminology and health insurance claims beneficial. Customer service experience and ability to work under pressure required. Excellent benefits. Contact Pam Smith, 243-7406 After 8:30 am.  
*Equal Opportunity Employer Handicapped Welcome*

#### CRISIS INTERVENTION

Volunteers: Mature, nonjudgmental, caring volunteers for mobile crisis team. Training, expenses provided.  
**Metro Crisis Service**  
248-5433

#### TECHNICAL SECRETARY

\$925 a month. Types with speed and accuracy. Two years college in social science or business school or 4 years office experience. Must have current driver's license. To apply, prepare an up to date resume and call **Linda Campbell 249-5532** to make appointment to test. Applications will not be taken after 4 P.M. Friday, Nov. 30, 1979.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, or political affiliation.  
*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 Inforex 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 97077.

*An equal opportunity employer m/f.*

**Tektronix**

### 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  
*Equal Opportunity Employer M-F-H*

### CITY OF PORTLAND MAIL CLERK I

Approx. monthly salary \$763 to start increasing to \$931 after two years. Benefits in addition to salary.

General office support work in the City-County mail room. Will receive, sort and process for delivery inter-office and U.S. mail. Will determine correct postage, operate postage machines, and keep records of postage used.

#### APPLY PORTLAND CIVIL SERVICE

**510 S.W. Montgomery Portland, OR 97201**  
No later than Friday, December 7, 1979.  
Women & Minorities are encouraged to apply.  
*An Equal Opportunity Employer*

### 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  
*Equal Opportunity Employer m-f-h*

### 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.

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*



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

### 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*

#### FILE CLERK

Opening with North Pacific Insurance Company. Light typing. Requires being on feet. \$525 monthly to start. Excellent benefits. Call between 8:30 to 4:30 P.M. 643-7661

*Equal Opportunity Employer*

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

### 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*

### PUBLICATION

## TECHNICAL WRITER ILLUSTRATOR

Excellent opportunity exists in our Publications Department for a technical publications writer-illustrator.

Individual will be responsible for preparing moderately complex technical writing and parts illustrations for parts catalogs, service manuals and other technical publications.

Individual should possess 1 to 2 years experience in technical publications area with the ability to read engineering drawing. Should also have good mechanical aptitude with some drafting background. Associate degree in industrial illustration or drafting a plus.

We are a major manufacturing company offering excellent wage and benefit program. Apply or send resume to Personnel Dept:

**WAGNER MINING INC.**  
4424 N.E. 158th 255-2863  
Portland, Ore 97220  
*Equal Opportunity Employer*

### CORRESPONDENCE SECRETARY

We are looking for an individual with excellent typing skills. Requires machine transcription and word processing background would be helpful. Will train on power equipment including VYDEC. Call personnel between 8:30 A.M. to 4:30 P.M. 643-7661

*An Equal Opportunity Employer*

### SECTION SECRETARY

(Timber Lake Job Corps)  
Located 25 miles East of Astacoda. 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.

### 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.

### Contact:

**CLACKAMAS Community College**

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

*Clackamas Community College is An Equal Opportunity/Affirmative Action Employer*