#### CLERK II \$835 Approx. Mo.

All applicants should have knowledge and skill in the use of business English, arithmetic, office procedures, information checking and filing; skill in following oral and written instructions and in applying guidelines to defined problems; and skill in dealing courteously and tactfully with the public. Most Clerk II positions require typing skills. A typing demonstration will be required to qualify for such positions.

APPLY PORTLAND CIVIL SERVICE BOARD 510 S.W. Montgomery Portland, Oregon 97201

No later than Monday, December 31, 1979. Women & minorities are encouraged to apply. An Equal Opportunity

Employer

## POSTDOCTORAL RESEARCH **ASSOCIATE**

(Research Associate) for 12-month position in the field of paleontologypaleoecology or marine siliceous microfossils. Experience in taxonomy of marine planktic diatoms, in multivariate data analysis and Cenozoic biostratigraphy of marine diatoms is required. The appointment is for 1 year with a possibility of renewal. Salary commensurate with experience. (\$10,000-\$15,000), Send resume and names of three references by December 31, 1979 to:

Hans Schrader, Schoo! Oceanography

## Oregon State Univer-Corvallis, OR 97331.

Oregon State University an Affirmative Action/Equal Opportunity Employer complies with section 504 of the Rehabilitation Act of

# **BILLING CLERK**

Recent expands has created the need for a clerk typist in our building department. Duties includes typing, filing and maintaining job cost records. Require 50 wpm and 10-key by touch. Excellent fringe benefits. Apply personnel

NORTHWEST MARINE **IRON WORKS** 2516 N.W. 29th Portland 97210 Equal Opportunity **Employer** 

Clerk for Office production control

Make job assignment, keep records and make reports for an insurance office. Light typing, merit increases, excellent fringe benefits, \$7,550 annually

> Mr. Adams 226-2651 Equal Opportunity Employer

#### **EMPLOYMENT OPPORTUNITY**

As a leading company in the kidney dialysis industry, B-D DRAKE WIL LOCK employs approximately 300 people in the Portland metropolitan

Employment opportuni ties at B-D DRAKE WIL LOCK are varied and provide employees the opportunity to demonstrate their ability to accept increased respon-

An Equal Opportunity Employer, B-D DRAKE WILLOCK encourages all interested job applithrough the Industrial Relations Department. Also employment opportunity inquiries may be directed to any Oregon State Employment Ser-

**B-D DRAKE WILLOCK** 13520 S.E. Pheasant Ct. Portland, Oregon 97222 (503) 659-3355 An Equal Opportunity

**Employer** 

**SECRETARY** RECEPTIONIST Part-time for planning Dept. Starting salary \$367.50 per mo. For application contact:

PACT INC. 353 S.E. Main Portland 97214 233-8491

Application deadline (postmarked Dec. 28,

Affirmative Action **Employer** 

## BUILDING MAINTENANCE SUPERVISOR

Southwest S&L seeks experienced individual to conduct and oversee building and landscape maintenance program. Mechanical, electrical, and plumming skills required for minor maintenance. Qualified person will have two yrs. related experience supervisory ability desirable. Call Pat Burns 643-4848

LINCOLN Savings & Loan Equal Opportunity Employer



# Manufacturing Engineer

Do you want the freedom to pursue a problem to its conclusion?

Oregon Saw Chain Division needs Manufacturing Engineers with a BSME, or equivalent ex-perience. Our engineers work in an atmosphere that requires them to budget their own time, to do a job that involves cost reduction projects, capital equipment justification, process improvement, capacity improvement, and general engineering support in the manufacturing

If you are interested in a new job with a future, Pete Barnett at 503/654-6531, ext. 343, or send your resume to him at Oregon Saw Chain Division, 4909 International Way, Milwaukle, OR 97222.

an equal opportunity



# FIRE CHIEF

Highly responsible administrative and technical work in planning and directing all activities of the City Fire Department.

ABILITY TO: Plan, install, and carry out programs of department operations and activities including employee training and development, fire prevention and investigation activities

REQUIREMENTS: Graduation from an accredited college or university with course work in fire sciences and administration and public administration; or satisfactory combination of education and experience. Extensive experience in all phases of fire fighting and fire prevention work, including considerable experience at command level.

SALARY: 1862-2263/mo.

BENEFITS: Medical, dental, disability and life insurance and Pers. pick-up.

**DEADLINE FOR APPS:** January 25, 1980.

TO APPLY: contact City of Milwaukie 10722 SE Main ST. Milwaukie, Oregon 97222

SECRETARY

**EXECUTIVE** 

SECRETARY

Assist top marketing

executive with secretarial

and administrative tasks.

Works closely with

department managers

and overseas personnel.

Make travel arrangements

and organize meetings.

Need proven ability in

similar position with

above average typing and

shorthand, good gram-

mar and flexible attitude.

Apply in person at 3601

Beaverton or call Kathy

Hubener, 641-3151 ext.

Floating Point Systems

Equal Opportunity

CITY OF PORTLAND

VIDEO PRODUCTION

MANAGER

Responsible for directing

operations of television

facility in Portland Fire

Bureau Training Center

engaged in developing

video training programs &

establishing program ob-

jectives, developing in-

formation from content

specialists, assigning &

working with script

writers, managing

logistics of studio and

remote operations, &

supervising activities of

production crew. Approx.

salary range \$15,000-

\$18,000. Excellent

APPLY

PORTLAND CIVIL

SERVICE

510 S.W. Montgomery

Portland, OR 97201

(503) 248-4352

No later than Friday,

January 4, 1980. Women

& minorities are en-

An Equal Opportunity

Employer

couraged to apply.

benefits package.

SW Murray

respond by

Please

Tuesday

NUTRITION COORDINATOR

Of the community base community food and nutrition program in S.E. Portland. Training and 2 yrs experience in program development, social services and community cants to inquire direct, organization. Starting salary \$11,865 to \$14,422 for application contact:

PACT INC. 3534 S.E. Main Portland 972214 233-8491

Application deadline (Postmarked Dec. 28, 1979)

Affirmative Action Employer

# **DELIVER TELEPHONE** DIRECTORY

Men or women with ca needed to deliver Portland telephone books. Must be available five dayligh hours. 18 years or older.

Contact nearest Oregon State Employment Of fice or call:

228-3618 8:30-4:40 Monday

through Friday

## RESEARCH **ASSISTANT** UNCLASSIFIED

An immediate opening is

available for a research assistant with light instrumentation experience and laboratory skills in thin-film evaporation. Work will involve vacuum deposition of metal and dielectric coatings and some instrument design. Position is available at 1/2. time at 1/2 and annual salary of \$14,400 (\$600/month) to July 1980 and could be renewed. Minimum qualifications include a bachelor's degree in a physical science or engineering or one or more years of instrument and thin-film shop evaporation experience in lieu of degree. Closing date for applications is 7 January 1980 and the anticipated starting date is 21 January 1980. Send a letter or resume describing experience to:

Dr. S.O. Sari **Oregon State** University, Physics, Corvallis, OR, 97331 Or telephone 754-4631 for interview. OSU is an Affirmative Action/Equal Opportunity Employer and complies with Sec-504 of the tion Rehabilitation Act of

1973.

Secretary/Receptionist Salary: \$367.50 per month (half-time)

Perform secretarial/receptionist duties for PACT Planning and Development staff. Responsible for basic secretarial duties inc typing and filing. Provide receptionist service. Responsible for dealing with public. Provide back-up, ordering/distributing supplies; back-up Xerox key operator; take minutes; back-up clerical services for other programs.

Qualifications: Type 55 plus WPM, gen'l clerical backgrnd, interest in community work plus experience/knowledge of community programs and resources, able to attend occasional eve. meetings, ans phones/record messages accurately, work as team member.

Closing date: Dec. 28, 1979

Apply to: PACT, Inc. 3534 SE Main Portland, Ore. 97214 233-8491

Community Food & Nutrition Coordinator

## \$11,865-\$14,422

Coordinate nutrition services to inner SE PtInd residents, develop and maintain self-help programs; crisis invervention; con-

sumer education. **Duties**: Outreach for food programs; advocacy assistance, info dissemination; organize low-income consumers around nutrition problems and document unmet needs

Provide technical advice for committees; program planning, budgeting and development; supervise staff time; collect data; prepare position papers and policy statements: monitor expenditures; develop special projects to meet local needs: coordinate with community agencies; mon-

itor food assistance pro-Qualifications: B.A. or equiv. experience in social service program management, community organization and program developmaterials for transmission | ment; 2 yrs exper with via cable system. Mgr. comm. service programs; develops & coordinates all ability to communicate ortape productions in attend evening meetings: able to relate to neighborhood people and the public at large; demonstrated skill in progrm mgmnt, community orgnztn, grp dynamics; provide leadership to community groups; able to get around in a timely

> Closing date: 5:30 P.M., Dec. 28, 1979

Apply to: PACT, Inc. 3534 SE Main st.

Portland, Ore. 97214 **WORK OVERSEAS** Make more money

working abroad. Regardless of your age, sex or present job. All types of workers urgently needed. For details send self-addressed stamped envelope to:

Foreign Employment 701 Washington St. Buffalo, New York 14205

# 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.

Contact



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

Clackamas Community College is An Equal Opportunity/Affirmative Action Employer

# **ASSISTANT LIBRARIAN**

Oregon City Civil Service Commission announces open competitive examinations for Assistant libarians. Beginning rate \$1242.00 per month.

**DUTIES**: Preforms a variety of professional librarian activities in assisting the city librarian in the preformance of those duties, assumes those duties in the absence of the city librarian, heads the technical services section of the library, trains and supervises staff in the technical services

REQUIREMENTS: Thorough knowledge of philosophy, principles, and practices of public librarianship, working knowledge of cataloging practices. Reasonable typing skills, graduation from a four year college or university supplemented by a Master's degree from an ALA accredited school of library science. Experience in a public library preferred. Any other satisfactory equivalent combination of experience and training may be substituted

**EXAMINATION:** Based on a review of training and experience. The top eight candidates will be invited to appear for an assessment interview. The interview will be weighed at 100 percent.

# DISPATCHER CLERK

Beginning rate \$1097 per month. **DUTIES**: Answer the telephone for police and fire emergencies, operates teletype, type reports, maintain files and logs police offficers whereabouts. Dispatches police and fire personnel by radio. Must be able to work nights and on weekends depending upon scheduling.

REQUIREMENTS: Be able to type at least 35 wpm, ability to speak clearly over a radio telephone so that others can understand without difficulty. Ability to learn code and teletype message systems, read and comprehend procedural manuals, and a large amount of printed material. Be alert and able to work effectively with calls and personal contact from citizens ranging from frantic calls for help, to personal threats, verbal abuse and hoaxs.

EXAM: The examination will consist of a written test weighed at 50 percent and a oral examination weighed at 50 percent.

APPLICATIONS: Applications for these position will be received in the office of:

> THE CIVIL SERVICE COMMISSION 2nd Floor, City Hall,

> > **JANITOR**

This is a 15 hour per week

above. Experience in

Closing date, December

**APPLY** 

PACT SOUTHEAST

SENIOR SERVICE

CENTER

3588 S.E. Division St.

Portland, OR 97202

Phone: 233-5426

An Affirmative Action

Employer

COMPUTER

**OPERATOR** 

Mount & dismount tapes

under direction of the

senior computer operator.

Mount align, and remove

printouts from the printers

to the users area. Assist in

the training of the com-

puter operator I in their

Must follow directions,

must be a self-starter,

must be dependable,

must be able to work

night shifts. Minimum 1

year data processing

operations, leadership

qualities helpful. Previous

experience in large IBM

Western Bancrop Data

**Processing Company** 

Phone Char Merrick at

(503) 225-2193

Send resume to:

P.O. Box 230

Portland, OR 97207

4th and Jefferson

Downtown)

**Equal Opportunity** 

Employer

m/f

Wonders are many, and

nderful

none is more

janitorial services.

27, 1979.

Oregon City, Oregon Until Dec. 28, 1979. Phone 655-8481

## CITY OF PORTLAND WASTEWATER

(5:30-8:30 PM weekdays) **OPERATORS** position at a monthly To assist in operation of salary of \$248.00. Main-Portland's two activated tain the building and fursludge plants. A chance niture in clean and orderly to work and learn in our condition. Duties include: newly expanded plants. Mop and wax floors. Salary starts at \$1,317 clean rest rooms, empty with increases to \$1,482 and line waste baskets, after one year. Many vaccum rugs, dust furbenefits including full paid health, dental and niture, keep kitchen in order, line and spray outside life insurance. Good garbage cans, keep promotional opporcleaning equipment in ortunities. Applicants must have the knowledge and QUALIFICATIONS: skills needed to perform Ability to physically permany operations in a form the duties described wastewater plant in-

some tests. APPLY PORTLAND CIVIL SERVICE BOARD 510 S.W. Montgomery Portland, OR 97201

cluding sampling and

Open Continuous. Women & minorities are encouraged to apply. An Equal Opportunity Employer

#### PART-TIME **INSTRUCTORS**

Part-time instructorship in timber harvesting available January 1, 1980. Background in harvesting, logging, engineering, Master's degree, 5 years field experience required. Salary open. Send letter of application, resume, and three letters of recommendation to:

**Head Forest Engineering Depar**tment

Oregon State Univer-Corvallis, OR 97331

Affirmative Ac. tion/Equal Opportunity employer and complies with section 504 of the Rehabilitation Act of

SOCIAL WORKER For a special project in

large social agency. 20 hours a week. Must have MSW degree and extensive experience in counseling. Salary \$7,000 to \$8,000 depending on experience. Good benefits. Call Ms. Hammons at 228-7238 by Dec. 24 at 12:00 noon.

Affirmative Action Equal Opportunity Employer

# CITY OF PORTLAND

RECORDS

# MANAGEMENT **TECHNICIAN**

\$972 approx. mo. with increase to \$1,160 at three years. Excellent benefits package including family dental coverage. Researches, complies, organizes and summarizes data in support of records storage and handling improvements. Experience and/or training in records managements highly desirable

## **APPLY** PORTLAND CIVIL **SERVICE BOARD** 510 S.W. Montgomery

Portland, OR 97201 No later than Friday, December 21, 1979. Women & minorities are encouraged to apply. An Equal Opportunity

Employer

RESTAURANT ASSISTANT COOKS: **EVENING SHIFT** 

Need efficient cooks to prepare food for commercial and non-commercial use. Must be able to meet deadlines. Salary: \$4.45 to \$5 hour \* differential.

## CULINARY MAINTENANCE

Preparing, stocking and cleaning in the dining room or conference rooms. Salary \$4.13 hour.

Excellent working environment. Experience

Apply between 9 and 2

Dept. of Human Resources Mamt. **GOOD SAMARITAN** Hospital & Medical Center 2183 NW Northrup Equal Opportunity

## Employer DISTRIBUTION

CENTER Nordstrom is now accepting applications for: marker, checker, unpacker, janitorial, clerical, shipping, receiving, and warehouse. Please apply in person between 8 am and 12 noon, at 5703 N. Marine Drive. NO

PHONE CALLS. An Equal Opportunity Employer

**PRODUCTION** CONTROL

DATA PROCESSING

Portland Observer December 20, 1979 Page 11

COORDINATOR SCHEDULER Reports to production

control supervisor. Supervises activities of operations staging area, including tape library. Interface with systems and programming. Provide on-going service to user groups, review report schedules and allocation reports, prepare documentation, problem solve, perform administrative duties such as recommending performance and salary reviews. Major participation is scheduling jobs with dealocations to verify accurate set-up, completion, and effective execution of jobs and initiation or reruns and restarts as needed.

## QUALIFICATIONS:

Must have previous production trol/operations experience; expertise in OS/JCL (MVS), IBM Utilities, PROCs; TSO & IMS familarity; maintain professional, business-like mannor in extremely service-oriented environment; be able to work independently and excerise good judgment in a team management program; good communications skills; and avilability to work any shift.

**WESTERN BANCORP DATA PROCESSING** COMPANY

Phone Char Merrick at (503) 225-2193 Send resume to P.O. Box 230. Portland, OR 97207

(4th and Jefferson, Downtown) Equal Opportunity Employer

**ADMITTING CLERKS** Three on call positions available. Must be available all shifts in-

cluding weekends.

Medical terminology and

typing required. Please

apply Monday through Thursday at: **EMANUEL HOSPITAL** 2801 N. Gantenbein Ave

Portland, Oregon 97227 Phone 280-4165

Equal Opportunity Employer

# JOBS &

Training and placement program for production jobs with major silicon manufacturing company new to Port-

land; jobs related to growing, slicing, polishing silicon crystals. WHERE: Training at Portland Community College; jobs on St. Helens Road near St. John's Bridge.

Next phase of training starts shortly, taking 16-32 weeks, depending on Eligible trainees receive training

allowances for training program; starting wages vary depending on job, between \$5.50 and \$6.25 hr Plant will run 3 shifts daily, 7 days a week; employees work rotating shift

> No experience required. To be eligible to apply for training program

you must be a resident of the City of Portland,

 18 years of age or older. A U.S. citizen or alien with a work permit. Unemployed or underemployed.

With-in U.S. Dept. of Labor lowincome standards. BRING: Applicants must bring documents to verify eligibility. Items should

· Social Security Card. · Proof of last 6 months family

Proof of residency/address;

If appropriate also bring: · Alien Work Permit Unemployment Claim Card,

· Public Assistance Card, Veteran Status Papers.

To apply you must obtain an Intake Appointment. Call the Training and Employment Division 24-hour Information Line at 248-5878 for recorded message telling how to obtain Intake Appointment. For further information call 248-5848 or come by 310 S.W. 4th, 2nd floor, Board of Trade Building. Minorities, veterans dis-

capped urged to apply.

raining & Employment Divisi Equal Opportunity Agency