

Portland Observer JOB FINDER

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

Perform secretarial/receptionist duties for PACT Planning and Development staff. Responsible for basic secretarial duties including 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 background, 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.
3634 SE Main
Portland, Ore. 97214
233-8491

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 & materials for transmission via cable system. Mgr. develops & coordinates all aspects of assigned video tape productions in establishing program objectives, developing information 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 benefits package.

APPLY
PORTLAND CIVIL SERVICE
510 S.W. Montgomery
Portland, OR 97201
(503) 248-4352
No later than Friday, January 4, 1980. Women & minorities are encouraged to apply.
An Equal Opportunity Employer

CITY OF PORTLAND

CLERK II
\$836 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

CLERK
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 to start.
Mr. Adams 228-2851
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 preferred.

Apply between 9 and 2 pm.
Dept. of Human Resources Mgmt.
GOOD SAMARITAN
Hospital & Medical Center
2183 NW Northrup
Equal Opportunity Employer

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 \$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 shop and thin-film 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 Section 504 of the Rehabilitation Act of 1973.

TRANSCRIPTIONIST IN MEDICAL RECORDS

Transcriptionist, full time position. Hours 1:30 to 10:00 p.m. for experienced transcriptionist. Tuesday through Saturday.

APPLY
Emanuel Hospital
2801 N. Gantenbein Ave.
Portland, Oregon 97227
Mondays through Thursdays.
Equal Opportunity Employer

CITY OF PORTLAND

DANCE SPECIALIST
\$1,345/mo to start plus benefits. To instruct & coordinate dance program at new Multnomah Art Center facilities starting 4/80. Requirements include skill in two of the following: ballet, jazz, modern dance. Apply to:
PORTLAND CIVIL SERVICE
510 SW MONTGOMERY STREET
PORTLAND, OR 97201
no later than Tuesday, January 8, 1980. Women & Minorities are encouraged to apply.
An Equal Opportunity Employer

DELIVER TELEPHONE DIRECTORY

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

Contact nearest Oregon State Employment Office or call:
228-3618
8:30-4:40 Monday through Friday

INFORMATIONAL REPRESENTATIVE

This position is an intrinsic part of the mental health division management team. Responsible for a state-wide information program, interpreting complex programs and activities dealing with sensitive issues and problems. A degree is required. Contact FRANK HANNAN, personnel officer, Mental Health Division, 2575 Bitten St. Salem, OR 97130. PHONE: 378-2133. Position closes Jan. 4th, 1980.
An Equal Opportunity Employer

SOCIAL WORKER

Social worker for large social service agency to coordinate and administer community contracts and provide counseling to individuals and families. Requires MSW degree and substantial experience in direct service and community work. \$16,000 + depending on experience; good benefits. Send resumes only to Personnel Officer, 2281 NW Everett, Portland, OR 97210 by 5:00 pm, December 31. *An Affirmative action, Equal Opportunity Employer*

ADMITTING CLERKS

Three on call positions available. Must be available all shifts including 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

ROAD MAINTENANCE

Equipment Operator 2, \$1142-\$1388 per month, operates heavy automotive and motorized equipment used in road construction and maintenance. Exp. in road construction with exp and training to operate a 10 yard truck, front-end loader, backhoe or grader. Must possess a valid Oregon Chauffeur's license. Last filing date, January 11, 1980. Apply Washington County Personnel, 150 N. First Ave., Hillsboro, Ore., 648-8606. *An EEO Employer, women and minorities urged to apply.*

BROADCAST ENGINEER

KEX Radio has an opening for a broadcast engineer with minimum of five years experience in studio and directional array transmitter operations. First class license and solid state circuitry knowledge required. College degree or equivalent desired. Send resume to:
PAUL MATHEW,
KEX RADIO
4949 SW MACADAM
PORTLAND, OR 97201
KEX Radio/Golden West Broadcasters, Inc. is an *Equal Opportunity Employer m/f*

PUBLIC SAFETY AIDE

\$802 monthly, day shift; \$837 monthly, evening shift; \$845 monthly, night shift. Performs para-professional law enforcement work assisting sworn officers; conducts research and planning projects in the area of training, personnel, and administration; provides assistance in areas of crime prevention and public education; provides security service at county facilities; performs related duties as required.

TO QUALIFY: Applicants must be qualified to drive in the State of Oregon; and have completed one year of college OR have one year of experience in a law enforcement program or social service related work and have graduated from high school. **APPLY** for the above position no later than 4:30 PM, Friday, Jan. 4, 1980.

REGISTERED NURSE/ CORRECTIONS

\$1,197-\$1,1691 monthly. Performs professional nursing duties for incarcerated persons at various County correction facilities; specific duties involve physical assessments, sick call, medication and treatment rounds. Applicants must be available for all shifts and weekends on a rotating basis. **TO QUALIFY** applicants must have: 1) Graduated from a school of professional nursing with accreditation at time of graduation; and 2) Possession of a current license to practice as a registered professional nurse in the State of Oregon. Applicants may be examined but not employed prior to obtaining a license. **APPLICATIONS** for the above position are taken on an open-continuous basis. **WHERE TO APPLY** Multnomah County Personnel Office, 426 SW Stark, 7th Floor, Portland, Oregon, 97204. PHONE: (503) 248-5015. *An Equal Opportunity Employer*

DIRECTOR OF PROGRAM

The YMCA of Columbia-Willamette is seeking a Program Director responsible for development of recreation counseling and leadership program. Must have a BA in counseling, psychology or social service field. Minimum one year previous experience in working with youth or as counseling position. Prior program planning budgeting implementation and evaluation necessary. Applicant must possess oral and written communication skills and the ability to work well with people. **APPLY**
NANCY MINUS PERSONNEL
2831 SW BARBUR BLVD.
PORTLAND, OR 97201
The YMCA of Columbia-Willamette is an *Equal Opportunity Employer*

MARKETING DIRECTOR

Newly created position to formulate and implement marketing programs for \$180,000,000 association. Candidates must have four years solid and progressively responsible marketing experience. Financial institution experience helpful, but not a requirement. Call 643-4848 for further information or send resume with salary history and salary requirements to:
PERSONNEL DIRECTOR LINCOLN SAVINGS & LOAN
P.O. BOX 586
BEAVERTON, OR 97005
Equal Opportunity Employer m-f-h

INSURANCE

NORTH PACIFIC INSURANCE CO

has immediate openings for :

★ PART TIME RATER

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 and hours, call us!

★ CASUALTY ADJUSTER

We have an immediate opening for an experienced casualty adjuster. Must have a minimum of 3 to 5 years casualty experience. Trainees need not apply.

★ DATA ENTRY OPERATOR

Requires 1 year experience on IBM 129 and CMC key to tape.

★ We are located in the Cedar Hills area and offer excellent benefits to support competitive salaries. Free parking and cafeteria allowance. For further details call Personnel at 643-7661, or send resume to:



P.O. Box 74
1675 SW Marlow Rd
Portland, Or 97207

Equal Opportunity Employer

PROGRAMMER ANALYST

Immediate openings for qualified individual interested in program design and development. Incumbent will gather and analyze information for system development or modification; design and specify systems requirements; organize and direct the development and implementation of systems and prepare required system operations and user documentation.

Qualified applicants should have a minimum of 3 years experience in business application type systems development, with prior experience in COBOL required. College degree preferably in Math, Business Administration, or Computer Science; knowledge of OS, BAL, CICS, IBM 360/370 preferred.

We offer a competitive salary with excellent fringe benefits and flex-time work hours. Please call 225-5272 for appointment or send resume to:

Blue Cross of Oregon
100 SW Market St.
Portland, Or. 97201
An Equal Opportunity Employer

ENGINEERING

SETON, JOHNSON AND ODELL, INC.

has immediate openings for experienced Mechanical Engineer, Design Drafter and Civil Drafter.

MECHANICAL ENGINEER

With 5 years experience in industrial and commercial HVAC design. PE registration required.

DESIGN DRAFTER

HVAC industrial piping and/or plumbing experience. 4-5 years experience.

CIVIL DRAFTER

2 to 3 years experience.

Salary commensurate with ability and experience plus excellent fringe benefits.

An Equal Opportunity Employer

Please send resume to:

Seton, Johnson and Odell, Inc.
317 SW Alder
Portland, Ore. 97204

Or call:

Rosemary Adkins, 226-3921

CLERK-TYPIST OPS BLUE SHIELD

Skilled typist with 60 wpm, math aptitude, for production report compilation, dictating equipment helpful. Contact Pam Smith, after 8:30 am on 26 December 8 thereafter. 243-7406.

*Equal Opportunity Employer
Handicapped Welcome*

COMPUTER PROGRAMMER/ SYSTEMS ANALYST

To coordinate programming projects, provide technical consulting, and participate in the design, development and maintenance of research and instructional computing software. Position will also involve writing technical documentation, teaching workshops, and advising faculty on microcomputer systems implementation. BS or BA degree in a Science or Engineering discipline and two years experience as a computer programmer required. MS degree and supervisory experience desirable. Annual salary \$18,000-\$20,000. Faculty rank is Research Assistant (Unclassified). Send resume before Jan. 15, 1980 to:

Jo Ann Baughman
Computer Center

Oregon State University
Corvallis, OR 97331

OSU is an Equal Opportunity/Affirmative Action employer and complies with Sec. 504 of the Rehabilitation Act of 1973.

SUPERVISOR HOUSEKEEPING Dept.

In accordance with the hospital and departmental objective, policies and procedures, direct the day to day housekeeping activities throughout the entire facilities. Duties to include orientation and training for new personnel, work scheduling and assignment of duties and evaluate housekeeping efficiency. Requirements include 1 yr. of hospital experience as a general housekeeping aide. Supervisory experience preferred. Apply Monday through Thursday at:

Emanuel Hospital
2801 N. Gantenbein Ave.

Portland Oregon 97227

Phone 280-4164

Equal Opportunity Employer

PROMOTION ASSISTANT

KEX Radio has an opening for a Promotion Assistant. Must have 70 wpm typing and graphic skills, as well as experience in advertising or related field. Send Resume:

JANE HOYT
KEX RADIO
4949 SW MACADAM

KEX Radio/Golden West Broadcasters, Inc. is an

Equal Opportunity Employer m/f

PROFESSIONAL ENGINEERS CAREER FEDERAL JOBS

Monterey, Calif. seeking electrical, mechanical, general engineers at Fort Ord. 15 min. from Pebble Beach on Pacific Coast. Liberal benefits, holidays, vacations. Relocation assistance. Starting salary \$22,672. Call Terrill at (408) 242-3410 or (408) 242-3715; or write: **Civilian Personnel Office, Fort Ord, Calif. 93941.**

SECRETARY

KEX Radio has an opening for an experienced secretary. Shorthand and 70 wpm typing required. Call Mary Kendall at 225-1190 for an appointment. *KEX Radio/Golden West Broadcasters, Inc. is an Equal Opportunity Employer m/f*

WORD PROCESSING OPERATOR

The Port of Portland has an immediate opening for a word processing operator with demonstrated ability to operate word processing equipment. Among the qualifications preferred is exp. on vydec equipment, demonstrated ability to apply excellent spelling, grammar and punctuation skills in an adequate manner, and formal training or exp. in secretarial skills. Starting salary \$10,500. If interested and qualified apply in person to the Personnel Office, 15th floor, 700 NE Multnomah. All applications must be received by 5 pm, Wednesday Jan. 9, 1980.

An Equal Opportunity Employer

METEOROLOGISTS

with interest and experience in data analysis are invited to apply for a position as Data Analyst (Research Assistant Unclassified) with the Climatic Research Institute of Oregon State University. Duties will include working with selected observational and model-simulated climatic data sets. Position requires a BS degree in atmospheric sciences/meteorology and a minimum of 6 months experience in atmospheric data analysis. Starting annual salary \$10,200 to \$11,000 for full-time work, depending on experience. Applications for a half-time appointment will also be considered. Application deadline is 31 January 1980 with duties beginning on or after 11 February 1980. Applicants are requested to send their resume to Dr. W.L. Gates, Director, Climatic Research Institute, Oregon State University, 811 SW Jefferson St., Corvallis, Oregon 97330. *Oregon State University is an Equal Opportunity/Affirmative Action Employer and complies with Section 504 of the Rehabilitation Act of 1973.*

analyst

BUDGET ANALYST

Portland General Electric Company an investor-owned utility is seeking capable individuals for positions in the Corporate Planning Department.

Candidates being considered must have experience relating to procedural review and analysis of corporate budgeting, related control activities and financial analysis of construction projects and/or operating activities.

Successful candidates must be able to understand interrelationships of control systems to provide information to management. Superior analytical, verbal and written skills are essential. Positions require BS/BA degree with emphasis in Accounting, finance, Economics, Engineering or Management. Three to five years' appropriate business experience is also required.

Please send resume including salary history and requirements in confidence to: Jeannie Burt.

Portland General Electric
121 SW Salmon
Portland, OR 97204
equal opportunity employer m/f/hc

MEN—WOMEN
Here's the quick way to get started in a career.

The "Quick way" to get started on a career is through Army Reserve job training. A few short months from now, you could be earning good civilian pay (in addition to Reserve pay for the 16 hours a month and two weeks Annual Training you put in) in one of these skills:

Clerk Typist	Data Processor
Illustrator	Offset Press Operator
Journalist	Welder
Stenographer	Administrative Specialist
Musician	Legal Clerk

Call Army Reserve Opportunities
234-7209
Part of What You Earn is Pride.
An Equal Opportunity Employer

Data Processing

PROGRAMMER ANALYST

The Lamb-Weston data processing department concentrates on disciplined production and personal growth. Now we need a replacement for a top programmer-analyst who has been promoted. The person we need will have a proven record with COBOL, preferably in a DOS environment, and with interest or experience in CICS.

Our equipment is IBM 370-148, remote 3790s, and on-line terminals.

If you're interested in a well managed environment with good fringe benefits, competitive salary and good location, write or give us a call.

Personnel Department
LAMB-WESTON
P.O. Box 23617
Portland, OR. 97223

Equal Opportunity/Affirmative Action Employer

SECRETARY/ MARKETING

OPPORTUNITY for individual with strong organizational abilities and proven secretarial skills in our corporate finance dept. This position is for the person who likes numbers. Emphasis is on statistical typing, report preparation.

Our employees enjoy: attractive executive office in Tigard area; free parking, totally company-paid benefits and competitive salaries.

If you're qualified and interested contact us:

LAMB-WESTON
Employment Administrator
6600 SW Hampton St.
Portland OR. 97223
639-8612

An Equal Opportunity Employer