

Portland Observer JOB FINDER

CLERICAL

SECRETARY

Fee pd, No 194K. Lge local co. needs person who can type 65 wpm + IBM Mag card I & II. St. \$850 to \$1000.

MAG II

Fee pd, No 194K. Must type 65 wpm, Mag card IBM I & II. St. \$850 to \$1000 mo.

CLERK TYPIST

Fee pd. No. 257H. Entrance position, must type 55 wpm, list phones, must be efficient, self-starter. St. \$750-\$800.

MAIL ROOM

No. 31J, app fee. Fun job, clean atmosphere. Co. needs entry level clerk with good appearance. Pos pays \$600 to start.

Data Entry Clerk

Co. will train person with data processing school background. Excel opp'ty to learn more. St. \$700. No. 38Y, app fee.

GENERAL OFFICE

1/2 fee pd on No. 22T. Co. will re-imburse remainder of fee for person with good typing & willingness to learn, loads of phones & public contact. Immed hire. St. \$650.

Exp'd Rater

Fee pd, 259X. Must be exp'd in comm'l property. Excel future in money & responsibility. All major bfts. St. \$850 to \$1100 +.

Exp'd Policy Typist

Fee pd, No. 262X. Must have exp. in policy typing & assembly. Excel future in money & responsibility. Lge nat'l co, all bfts. St. \$700-\$800 +.

Call Michael Ingram

Full Service Personnel Agency
1220 S.W. Morrison, Suite 400,
Portland, Oregon Phone: 221-0895

Fee paid & non fee paid position available

CODER TRAINEE

Fee pd, No 256H. Good math abilities, stable work history, good starter position. St. \$675-\$700.

ADMIN SECRETARY

\$800-\$1000. Work with several top VIPs. Will make reservations & all travel arrangements. Bring your personality & good skills. Start now on NO. 185C, app. fee.

BOOKKEEPER

No. 248G, app fee. Full cycle bookp, must be exp'd, preferably in lumber, able to move to comptroller position. St. \$1000.

PAYROLL

\$1000 to start. 1/2 fee pd, No. 307E. Must have 4 + yrs exp computerized systems, weekly, quarterly, annual & monthly reports. Full bfts.

Gen'l Ledger Super

\$900 + nego. 1/2 fee pd, No. 303E. Excel spot for person with computer exp, acctg background, supervisory skills a plus.

Market Admin Assist

\$900-\$1000, 1/2 fee pd, No. 301E. Type 60 wpm, shrthnd nice, must have good exp, excel bfts.

Bookkeeper, Full Chg

No. 122Y, app fee. Plush dntn ofc, lots of activity & nice people make this easy spot to slip into. St. \$1000.

ADJUSTOR

Fee nego. No. 189S. One of America's best known insurance co's is seeking a field adjustor in property. 3 yrs exp nec. St. \$16,500 to \$17,00.

RATER TRAINEE

Fee pd, No. 258H. Good math skills, excel future co, all bfts. St. \$700-\$800.

MULTNOMAH COUNTY

BUILDING PLANS EXAMINER I

\$1,484 - 1,575 per mo. Performs entry level plans examination work. Examines single unit and duplex plans for compliance with the Uniform Code and zoning ordinance. Makes corrections of plans to omit code violations and to indicate other structural defects. Rechecks revisions and makes final approval. Responds to phone and counter inquiries concerning building permits and codes. **TO QUALIFY** Applicants must have three years of experience in the construction field **AND** a current Oregon State Plans Examiner C Level Certification.

SANITARIAN

\$1,242 - 1,569 per mo. Performs inspection work in promoting and maintaining required standards of public health sanitation in the areas of public food service, housing, water or subsurface sewage disposal; an employee is assigned to one of the specialized areas and is responsible for enforcing sanitation codes and administrative requirements within the county. **TO QUALIFY** applicants must be registered as a Sanitarian or Sanitarian Trustee by the Sanitarian Registration Board of the Oregon State Health Division. **APPLY** for the above position no later than 4:30 PM, Friday, April 11, 1980.

ANIMAL CONTROL PROGRAM MANAGER

(Program Manager) \$20,088 - 31,320 per annum. Directs and administers the Animal Control Program for Multnomah County. Supervises a staff of 35 employees including law enforcement and animal shelter personnel. Prepares and presents the section's annual operating budget of \$850,000. Determines and recommends changes in staffing patterns. Carries out varied internal and external contracts and communications to resolve complaints and coordinates section work. Prepares varied operational reports and program proposals. **TO QUALIFY** applicants must have at least two years accredited college or university with major coursework in business administration, public administration or in an area directly related to this position **OR** any combination of training and experience indicating an ability to perform the duties of the position. Previous animal control management experience is desirable. **APPLY** for the above position no later than 4:30 PM, Friday, May 30, 1980. **WHERE TO APPLY:**

Multnomah County
Personnel Office
426 SW Stark
7th Floor
Portland, Oregon 97204
Phone: (503) 248-5015.
An Equal Opportunity Employer

STAFF DIRECTOR

Career opportunity with non profit organization. Position calls for extensive public contact and opportunity to work with community leadership. Preferred candidates with degree, fund raising or business experience. Send resume to:
P.O. Box 3134
Portland Observer
Portland, OR 97208

BUS DRIVERS

Excellent part-time positions open for school bus drivers. No experience necessary. We provide free training. \$4.45-\$4.92 per hour.

COLUMBIA BUS SERVICE

6755 NE Columbia Blvd
Portland, Oregon
284-6466

An Equal Opportunity Employer

CITY OF PORTLAND CONSTRUCTION EQUIPMENT OPERATOR II

Salary starts at \$1,531 per month, increases to \$1,602 after 6 mo. and \$1,711 after 1 year. Vacations, retirement plan, paid health, dental and life insurance plus many other benefits. Must be thoroughly skilled operator of hydraulic backhoes with some skill in operation of a mobile hydraulic crane. Must also be able to do own rigging, servicing and maintenance. All work is year around in the Portland area. Qualified operators: **APPLY**

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201

No later than Friday, April 11, 1980. Women and minorities are encouraged to apply.

An Equal Opportunity Employer

ASSISTANT DIRECTOR OF SECURITY OPERATIONS

Major security organization seeks qualified person. Submit resume stating background, education, past management responsibilities, and salary expectation. This organization offers good salaries and an excellent benefit package. Submit resumes to:
PERSONNEL,
P.O. BOX 2746,
Portland, Oregon 97208,
by April 7, 1080.

An Equal Opportunity/Affirmative Action Employer

SECRETARY

\$929 - mo.
(\$5.34 - hr)

Secretarial position with heavy typing responsibilities in downtown office. Type reports and correspondence, back up receptionist and perform general clerical duties.

Qualifications: High School diploma or GED and 2 years secretarial experience. Type 70-80 wpm. To apply, send resume specifying experience and skill relevant to job to:

MULT - WASH CETA
806 S.W. Broadway
Suite 325
Portland, Oregon 97205

REFER TO JOB
AD - 131.
Closes April 4, 1980
5PM.

Equal Opportunity Employer

POLICE OFFICER

City of Salem, \$1196 - \$1526. High school graduate or have completed GED, 2 years of college by date of appointment or required to complete 2 years college within 5 years of appointment. Age: 21 years and not yet 35 years. Vision: Corrected 20/40 weakest eye, 20/20 best eye, normal depth perception and color vision. Closing date for accepting applications: April 2, 1980. Written exam given: May 3, 1980. Apply:

City of Salem
Personnel Dept.
555 Liberty SE
Salem, OR 97301
Equal Opportunity Employer

SECRETARY

Permanent full-time position typing grants, manuscripts, correspondence, maintain files, receive and distribute mail, answer phones. Establish work priorities and systems. Type 60 wpm and some experience in a biochemical environment desired.

Oregon Regional Primate Research Center
505 N.W. 185th
Beaverton, OR
645-1141

An Equal Opportunity Employer

OVERSEAS

DATA PROCESSING OPERATORS \$19,000

PROGRAMMERS \$25,000 • ANALYSTS \$25,000

ENGLISH INSTRUCTORS \$16,000 • UP

Reg BS in English (TEFL or TESOL), 2 yrs of exp. All of the positions have the following benefits.

Housing & Medical

Recreation Facils

10 Holidays

Plus 10 days R&R every 6 mo

(in Athens, Greece)

Bonuses

Tax benefit after 18 months
Call Mike about other opportunities, logistics personnel, mechanics & instructors.

GENERAL OFFICE

ADMIN ASSIST MKTG
Fee nego. No. 355B. \$900 to start. Type 55 wpm, shrthnd or dictating machine.

Call Michael Ingram
Full Service Personnel Agency
1220 S.W. Morrison, Suite 400,
Portland, Oregon Phone: 221-0895

Fee paid & non fee paid position available

MAINTENANCE MACHINIST

Applications are being accepted for a Maintenance Machinist. Applicants must be willing to work all shifts and be able to operate shop equipment, produce work to precise dimensions as instructed by drawings, blueprints and written specifications. Submit resume to:

BEMIS CO.
P.O. 1178
Vancouver, WA 98660

An Equal Opportunity Employer M-F

REPAIR OFFICE EQUIPMENT REPAIR

2-3 years' experience repairing teller machines, typewriters, adding machines, calculators, copiers and electronic equipment. Excellent benefits. Salary D.O.E. Relocation paid. Western Washington Openings. Call or write to:

P.O. Box 3966 T 18-1
Seattle WA 98124
(206) 621-4044

Equal Opportunity Employer
Raninier Bank

RESEARCH ASSISTANT

Fixed-term, one-year position as Research Assistant unclassified in forest ecology as a Field Assistant. Assists with field and laboratory research on the structural and functional roles of coarse woody debris in coniferous forest and stream ecosystems. Available May 1, 1980. \$13,000/annum. B.S. or B.A. in forestry or related field. Send letter of application, curriculum vita, transcripts, and three letters of reference (and indicate Position No. 022-156) by April 15, 1980, to:

John Gordon, Head
Department of Forest Science
School of Forestry
Oregon State University
Corvallis, OR 97331

Oregon State University is an Affirmative Action Equal Employment Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

RESEARCH ASSISTANT (Unclassified)

Persons with FORTRAN programming and computer equipment operation experience are invited to apply for a full-time Research Assistant Unclassified, position with the Oregon State University Climatic Research Institute. The duties required of this Programmer Aide/Data Manager will include maintaining a library of data tapes, data entry, programming, plotting, assisting programmers in the transfer of data and programs between the Institute's mini-computer and other large computers, and operation preventive maintenance for the mini-computer. Salary, approximately \$10,000, dependent upon previous experience and salary. Closing date for applications is 15 April with duties to begin shortly thereafter. Send resume to:

Robert L. Mobley
Climatic Research Institute
Oregon ST. University
811 S.W. Jefferson St.
Corvallis, OR 97330
Oregon State University is an Equal Opportunity/Affirmative Action Empl'oyee and complies with Section 504 of the Rehabilitation Act of 1973.

Nursing Program Instructor

Associate Degree Nursing/Practical Nursing

Length of Employment
Full-time, 9 months per year.
Minimum Selection Criteria
Master's Degree, preferably in Nursing, plus current R.N. licensure in the State of Oregon.
Nursing Experience
No less than three (3) years, preferably five (5) years of current nursing experience in medical/surgical nursing with geriatric, obstetrical/pediatric nursing desirable. Also desired experience in supervision, coordination, liaison work with students and/or community health agencies.

Assignment
Primary instructional assignment will be clinical and theory instruction in advanced medical/surgical for Associate Degree Nursing; other teaching assignments may include practical Nursing or other health occupation courses.
Starting Date: June 16, 1980

Salary Range
\$14,244 - \$17,544 (79-80 Faculty Salary Schedule) initial placement based on educational background and experience, plus full benefit program.
Application Deadline: April 18, 1980 (postmarked by)
Finalist Interviews: April 28 thru May 2, 1980.

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

Clackamas Community College is An Equal Opportunity/Affirmative Action Employer

DATA PROCESSING

3/30/80

PROGRAMMER

Drake Willock, a high-technology world leader in kidney dialysis equipment, is seeking an aggressive, high-energy individual to join our manufacturing administration and planning systems project team. This position requires:

- 2 to 4 years background in RPG and COBOL,
- Manufacturing and/or finance systems experience, and
- Knowledge of the IBM S/34 and MAPICS.

In addition to competitive salaries and outstanding benefits, employment with **Drake Willock** offers the individualism of a small division, combined with the career development/opportunity of Becton, Dickinson, and Co. If you have the drive and qualifications, we would like to hear from you. Your resume should be sent to the attention of W. Eddy, Human Resources Department, **Drake Willock**, 500 NE Multnomah, Suite 1300, Portland, OR 97232.

All applications/resumes are assured of complete confidentiality.

B-D Drake Willock
An Equal Opportunity Employer

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CITY OF PORTLAND UTILITY WORKER

\$1,274 to \$1,442
These positions involve doing a variety of manual and semi-skilled jobs in the construction, maintenance, repair and operation of city equipment and facilities. The work involves heavy physical labor and is often performed in hazardous locations, such as street areas, deep ditches and live sewers. Some positions involve night and weekend work.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201

No later than Friday, April 11, 1980. Women and minorities are encouraged to apply.
An Equal Opportunity Employer

RECEPTIONIST CLERK

Some work experience as a receptionist and switchboard. General clerical duties include typing and machine transcription. Must have knowledge of office procedures and practices, correct punctuation, spelling, etc. Ability to deal tactfully with public, file material quickly, and make simple arith. calculations. Salary: \$773 - 941/mo. Excellent benefits include, city paid retirement. Deadline: 4-25-80. Apply to:
City of Milwaukie,
10722 SE Main ST.
Milwaukie OR 97222

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 Infocore 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
COMMITTED TO EXCELLENCE

Boiler Repair

PSNS

Estb. 1891

CHALLENGING OPPORTUNITIES

Experienced Journey/Limited
For work on
Submarines, Aircraft Carriers
and other types of surface vessels

- Boiler makers (boiler repair)
- Electricians (marine)
- Insulators (pipe coberers)
- Pipefitters
- Sheetmetal mechanic

U.S. Citizenship Required

All Federal Civil Service Benefits. Liberal vacation allowance, paid sick leave, partially employer funded life & health insurance programs, excellent retirement plan.
Scenic Bremerton is located on a deep water arm of Puget Sound, and is a semi-rural community only one hour from Seattle, recently recognized by several publications as the city with the best "quality of life" in the country.

For More Information:
Residents outside state of Washington
Call toll free 1-800-426-5996
State of Washington residents
Call toll free 1-800-562-5972
(You may leave a message at these numbers outside of our working hours.)
or mail resume to:

PUGET SOUND NAVAL SHIPYARD

ATTN: Code 170.2 (PP)
BREMERTON, WA 98314

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