

Portland Observer JOB FINDER

MULTNOMAH COUNTY

ADMINISTRATIVE ASSISTANT

Department of Human Services
\$1,131 - 1,653 monthly.
Serves as administrative assistant to the Chief Office of Administration, Department of Human Services. Duties include research and report writing, analyzing data and preparing narrative summaries, drafting formulative policies and procedures, editing and writing reports, attending meetings, and related work as required. This position serves as the primary affirmative action coordinator for the department and involves liaison with divisional representatives. To Qualify applicants must have two years of experience in which they have demonstrated the following: some knowledge of a human services agency; the ability to gather facts, analyze data and make recommendations; the ability to work effectively with individuals from other agencies; and knowledge of local government administration, including personnel and affirmative action.

WAREHOUSE WORKER

Delivery Driver
\$969 - 1,091 monthly.
This is manual and clerical work receiving, storing, recording, inventorying and distributing goods and supplies. The position is located at Ford Building, 2505 SE 11th. To Qualify 1) six months of experience in warehousing and storekeeping work, preferably involving pharmacy supplies. 2) Valid Oregon driver's license at the time of appointment.

DRIVER

\$860 - 969 monthly.
Drivers are responsible for the safe pick-up and delivery of passengers who are elderly, low-income or disabled. Some passengers are

confined to wheelchairs, requiring the driver to either handle the wheelchair-bound passenger to and from the destination, or to move the passenger out of the wheelchair and into the vehicle, and back. Some of the vehicles are equipped with a lift for wheelchairs. Other vehicles include a passenger car and a carpenter bus. The utility driver works under the Transportation Coordinator for the Multnomah County Community Action Agency. The positions are located at the Gresham Senior Center, 50 NE Elliot, Gresham. This list established will be used for any vacancies during the next six months. Current openings are available for part-time assignments with ability to substitute required. To Qualify 1) applicants must possess a valid chauffeur's license, or be able to obtain a valid chauffeur's license by the time of appointment. 2. In addition applicants must have: a) The ability to safely operate a light motor vehicle up to the size of a carpenter bus (small school bus). b) The ability to understand and carry out both oral and written instructions. c) The ability to communicate effectively with passengers and workers in agencies sending or receiving passengers. d) The ability to read a street map. e) The ability to lift passengers who are in a wheelchair or who need to be moved from a wheelchair to a vehicle and back to the wheelchair. 3. A knowledge of the East Multnomah County area is highly desirable. Apply for the above positions no later than 4:30 PM, Friday, June 27, 1980. Where To Apply:
Multnomah County Personnel Office
426 SW Stark
7th Floor
Portland, OR 97204
Phone: (503) 248-5015
An Equal Opportunity Employer

JOB OPENING

FILE CLERK

Looking for responsible mature person to work in our file department. This position requires physical exertion and being on feet all day. Must be familiar with the typewriter keyboard. Hours 8:30 to 4:30 M-F. Excellent benefits, Cedar Hills location. \$600.00 month. Free parking and employee cafeteria. Equal Opportunity Employer.

NORTH PACIFIC/ OREGON AUTOMOBILE INSURANCE COMPANY

1675 S.W. MARLOW
PORTLAND, OREGON 97225

ENGINEERING

ENGINEER QUALITY CONTROL

We seek a Quality Control Engineer to manage process testing, product evaluation, corrective action and product release for our Biomedical electro-mechanical devices. Supervision includes In-Process and Test Inspectors and Quality Technicians with a team-building approach. A degree in Mechanical or Electrical Engineering, or a technical discipline is necessary, or, strong experience is required. Previous biomedical experience or ASQC Certification is a plus.

Our benefits include medical-dental-life insurance; Tuition reimbursement; savings plan; and many others.

To apply, contact our Human Resources Department:

B-D DRAKE WILLOCK

13520 SE Pheasant Ct
Portland, OR 97222
(503) 659-3355

An Equal Opportunity Employer m-f-h

CITY OF PORTLAND CREDIT RELATIONS REPRESENTATIVE

\$11,523 to \$15,226 with excellent fringe benefits including full family medical and dental. Customer credit work in the Water Bureau revenue section. Handles all customer credit activities from the overdue billing process over the telephone or at the credit counter.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Friday,
June 27, 1980. Women
and minorities are en-
couraged to apply.
An Equal Opportunity
Employer

CITY OF PORTLAND LEGAL SECRETARY

Medium size law office seeks competent legal secretaries with experience in civil litigation, plus knowledge of state and federal courts and memory/playback typewriter experience. Ability to lead and guide trial attorneys through morass of forms and schedules indispensable! Full time and part time positions available. \$935/mo. to \$1150/mo. Terrific fringe benefits. Contact Lynn Schumann at the City Attorney's office, 248-4578.

An Equal Opportunity Employer

PART TIME

Piece work Webster, America's foremost dictionary company needs home workers to update local mailing lists. All ages, experience unnecessary. Send name, address, phone number to:

WEBSTER
175 5th Ave.
Suite 1101-1894-C
New York, N.Y. 10010

CHILD CARE WORKER

Wanted in alternative day care center. Must be CETA eligible. Call 233-2246 afternoons.

CHILD CARE WORKER

For group home. Full and part time. For information call 234-9211.

DIVISION ENGINEER

Unified Sewerage Agency

\$2091 per month with periodic step increases; B.S. degree in civil, chemical or related engineering, with minimum of four years experience in plant engineering and/or water quality analysis. Experience to include management of a variety of technical programs. Must be able to obtain an Oregon P.E. license.

INSTRUMENT TECHNICIAN 2

Unified Sewerage Agency

\$1515 per month with periodic step increases; 3 yrs. experience in maintenance and repair of telemetric & electronic instrument systems, including hydraulic and pneumatic components, & experience to include analysis of instrument problems and report preparation; ability to secure valid Oregon Chauffeur's license. Last filing date June 27, 1980.

ELECTRICIAN 2

Unified Sewerage Agency

\$1515 per month with periodic step increases; 4 years of responsible experience in industrial electrical work and must know national and local electrical codes; ability to trouble-shoot work from blueprints; graduation from high school, or any equivalent combination of experience and training. Should have a general journeyman electrician's license and ability to obtain and Oregon Chauffeur's license. Last filing date June 27, 1980.

BOOKKEEPER PART TIME

Unified Sewerage Agency

\$788 per month with periodic step increases; one year of experience in general office work which includes fiscal record keeping and/or bookkeeping; graduation from a senior high school including or supplemented by courses in bookkeeping methods; accuracy and ease in statistical typing, ability to type 40 w.p.m. with accuracy and operate a calculator by touch. Last filing date June 27, 1980.

HOMEMAKER 1

\$680 - \$869 per month, desire to participate in a service program for the elderly, sufficient working experience to demonstrate reliability, and graduation from a senior high school, or any equivalent combination of experience and training. Must have possession of a current Oregon driver's license and have use of an automobile. Preference will be given to certified or experienced homemakers. Apply for above positions at:

Washington County Personnel, Room 305

150 N. First Ave.

Hillsboro, Oregon 97123

(648-8606)

Women and minorities urged to apply.

An Equal Opportunity Employer

MATHEMATICS/PHYSICS INSTRUCTOR

Length of Employment:

Full-time, 9 months per year

Minimum Selection Criteria:

Education-Master's Degree with a minimum of 30 graduate hours in Mathematics or Physics. Experience-Candidate must have previous experience teaching both college and vocational mathematics and vocational physics.

STARTING DATE:

September 15, 1980

Salary Range:

\$15,780 - \$19,428 (80-81 Faculty Salary Schedule) Initial placement based on experience and educational background, plus full benefit program.

Application Deadline:

June 27, 1980

EMPLOYEE & MANAGEMENT DEVELOPMENT SPECIALIST

Length of Employment:

Half-time, 11 months per year (20 hours per week)

Minimum Selection Criteria:

BA Degree required. Two (2) years experience in business or industrial training, and/or community education.

Starting Date:

July 1, 1980

Salary Range:

\$1,173.00 - \$1,290.00 per month approximately. (80-81 Support Staff Salary Schedule H)

Application Deadline:

June 20, 1980

STUDENT OUTDOOR/RECREATION SPECIALIST

Assistant Men's Track Coach/Cross-Country Coach

Length of Employment:

Full-time, 12 months per year

Minimum Selection Criteria:

Bachelor's Degree and experience in working with small group and/or individuals. Programming experience in Outdoor/Recreation areas desirable.

Starting Date:

July 1, 1980

Salary Range:

Approximately \$1,280.00 per month (80-81 Support Staff Level H plus Coaching Schedules)

Application Deadline:

June 20, 1980

PBX OPERATOR

Length of Employment:

Full-time, 12 months per year

Minimum Selection Criteria:

Candidates must be a high school graduate or equivalent. Typing 40 words per minute. One (1) year previous switchboard experience with operating knowledge of the 400 PBX Dimension System is desirable.

Starting Date:

As soon as possible

Salary Range:

\$790 - \$869 per month (approximate 80-81 salary schedule)

Application Deadline:

Open until sufficient applications are received.

JOURNALISM INSTRUCTOR/PUBLICATIONS ADVISOR

Length of Employment:

Fall Term 1980 only (Temporary Replacement)

Minimum Selection Criteria:

Master's Degree required in Journalism or Communications and/or three (3) years experience on a newspaper or other publication, or teaching journalism courses.

Salary:

Paid from part-time salary schedule (Approx. 14,000 - \$5,000 for Fall term)

Starting Date:

September 15, 1980

Application Deadline:

July 7, 1980 (postmarked by)

ASSISTANT COACH WOMEN'S TRACK AND FIELD TEAM

Length of Employment:

January 2, 1981 - June 6, 1981

Minimum Selection Criteria:

Bachelor's Degree. Coaching experience in field events: shot put, discus, javelin, at high school or collegiate level.

Salary:

Dependent on qualifications

Starting Date:

January 2, 1981

Application Deadline:

September 2, 1980

INSTRUCTOR FOR VIDEO-AUDIO VISUAL TECHNOLOGY

Length of Employment:

Full-time, 9 months per year

Minimum Selection Criteria:

A Baccalaureate Degree in Mass communications, Communications Technology or the equivalent experience in sound.

Starting Date:

September 15, 1980

Salary Range:

\$15,780 - \$19,428 (80-81 faculty salary schedule) initial placement based on education and experience, plus benefit package.

Application Deadline:

July 20, 1980 (postmarked by)

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

SOCIAL WORKER

20 hours per week. Provide counseling to families and individuals under Domestic Violence Project. M.S.W. and considerable experience required. To \$8,000 depending on experience; good benefits. Resumes by June 25 to:

Metropolitan Family Service

2281 N.W. Everett Street
Portland, Oregon 97210

Equal Opportunity/Affirmative Action Employer

SALES

KEX Radio is accepting applications for a co-op/merchandising salesperson. Responsibilities include developing files and client lists. Candidates should have two years experience in retail co-op sales. Job opening is subject to management approval. Send resumes to:

Don Braede

KEX RADIO

4949 S.W. Macadam
Portland, OR 97201

KEX radio/Golden West Broadcasters is an Equal Opportunity Employer m/f.

LEGAL AID SERVICE

Paralegal to handle telephone screening, interviewing, referral and advice in the areas of tenant and consumer rights. Must be eligible for Multnomah Washington County CETA Consortium. Salary \$700. Family health. Training available. Resumes to:

Phil Block

310 S.W. Fourth
Portland, OR 97204

Minorities, women and handicapped encouraged to apply.

An Equal Opportunity Employer

JOB OPENING

GENERAL CLERK I

Full time permanent position for applicant with good typing skills, accuracy with figures, good math ability and calculator experience. Cedar Hills location. Excellent benefits. \$675.00 month. Call Personnel 643-7661 8:30 to 4:30. Equal Opportunity Employer.

NORTH PACIFIC/ OREGON AUTOMOBILE INSURANCE COMPANY

1675 S.W. MARLOW
PORTLAND, OREGON 97225

MEDICAL ASSISTANT INSTRUCTOR NURSING LAB INSTRUCTOR

Length of Employment:

75%, 9 months per year. Additional work may be available on a quarterly basis.

Minimum Selection Criteria:

Bachelor's Degree, preferably in Nursing, plus current RN licensure in State of Oregon.

Starting Date:

September 15, 1980

Salary Range:

\$15,780 - \$19,428 (80-81 Faculty salary schedule), initial placement based on educational background and experience, plus benefit program.

Application Deadline:

July 7, 1980 (postmarked by)

OFF-CAMPUS TEACHER/PROGRAM COORDINATOR ALTERNATIVE SCHOOLS

Length of Employment:

Full-time, 9 months per year

Minimum Selection Criteria:

BA or BS Degree and training or experience in basic skills or GED instruction. Master's Degree is desirable.

Starting Date:

September 15, 1980

Salary:

\$15,780 - \$19,428 (80-81 faculty salary schedule), initial placement based on education background and experience, plus full benefit program.

Application Deadline:

June 27, 1980

CATALOGING LIBRARIAN

Length of Employment:

Full-time (40 hours per week), 9 months per year, mid-September through mid-June Vacation periods taken during school recess. (Christmas and Spring breaks)

Minimum Selection Criteria:

Must have MLS degree, must have had experience in cataloging, using the LC Classification System, must be familiar with AACR II and library automation, must have had at least two year's library experience, preferably in cataloging.

Starting Date:

September 15, 1980.

Salary:

From \$14,244 to \$17,544 (1979-80 salary schedule)

\$15,672 to \$19,296 (approx 80-81 salary schedule)

Application

Application Deadline:

Closing date - June 18, 1980. Screening will take place June 24, 25, and 26.

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

JOB OPENING

WORK COMP CLERK I

We have an immediate opening for a permanent applicant. Filing, light typing (30-35 WPM) and miscellaneous duties for both Work Comp and Audit Departments. Cedar Hills location. Excellent benefits. \$675.00 month. Call Personnel 643-7661 8:30 to 4:30. Equal Opportunity Employer.

NORTH PACIFIC/ OREGON AUTOMOBILE INSURANCE COMPANY

1675 S.W. MARLOW
PORTLAND, OREGON 97225

Boiler Repair

PSNS

Estb. 1891

CHALLENGING OPPORTUNITIES

Experienced Journey/Limited

For work on Submarines, Aircraft Carriers and other types of surface vessels

- Electricians (marine) • Boilermakers (boiler repairs) • Pipefitters
- Insulators (pipe coverers)

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.

For More Information:

Call toll free 1-800-426-5996

(You may leave a message at these numbers outside of our working hours. Messages recorded after working hours.)