

Portland Observer JOB FINDER

PORTLAND GENERAL ELECTRIC

We are presently seeking experienced candidates for the following openings:

Clerical & Secretarial

Requirements vary for each position.

General Laborers

Requires ability to perform physical tasks.

Engineers

Electrical
Mechanical
Nuclear

Programmer Analyst

2 or more yrs. of programming experience is a necessity. Bachelor degree preferred.

PGE is continually seeking qualified applicants. We welcome applications and refer to them when openings become available. Applications may be completed Monday through Friday 8 a.m. to 5 p.m.

Apply:

PORTLAND GENERAL ELECTRIC

Employment Office
Willamette Center
121 SW Salmon

PGE

An Equal Opportunity Employer

PROOF MACHINE OPERATORS

10-Key Adding Machine Skills Preferred
Will Train On Proof Machines. Free Parking,
Employee Cafeteria. Excellent Benefit Program.

SCHEDULES: Part time 3:30pm to finish,
3-5 nights per week Mon-Fri.

SALARY: Part time trainees \$3.50 hr plus
7% % for night differential.

For more information call 225-6241
only between 3:30-8:30pm.
Apply Personnel Dept 10-2:30pm
**U.S. NATIONAL BANK
OF OREGON**
U.S. BANK PLAZA—555 SW OAK
Equal Opportunity Employer

FOR SALE

66 Ford 1/2 ton pickup
truck, V-8, runs good,
\$600.00 or best offer.
Call anytime 287-8303.

Data Processing

Are you interested in joining a leader in the electronics industry? Tektronix is internationally recognized as a high-quality manufacturer of electronic measurement instruments, computer peripherals and related instrumentation. IT IS A COMPANY IN WHICH TO GROW!

Programmer Analyst

Do you have thorough knowledge of at least one high level language, one assembler language and one data base language? Are you familiar with DEC hardware and operating systems? If so, we would like to hear from you.

Systems Programmer II

If you have Sysgen experience, JES and system maintenance experience, this could be a match. We are looking for someone with advanced ability in IBM's assembler language—someone who enjoys a challenge.

Programmer Analyst

This position needs someone with a degree in business, C.S. or equivalent experience. Someone who is able to develop and manage multi-projects and systems with minimal supervision. Someone versatile in computers and computer languages would make a comfortable fit.

Special Projects Analyst

We are looking for someone who can utilize state of the art D.P. knowledge to analyze processes, procedures, and products to recommend improvements. If you have a diversified D.P. background with operations and analysis experience, some programming experience, and strong communication skills, we'd like to talk to you.

Do any of these descriptions fit you? If so, please call Iris Fuchs at 644-0161, ext. 6946 or send your resume to P.O. Box 500, Q-94, Beaverton, OR 97077.

An equal opportunity employer m/f/hc.

Tektronix

COMMITTED TO EXCELLENCE

OPENINGS

Full time openings in a womens choice health center. We train. Call 777-7044.

CITY OF PORTLAND EMERGENCY SERVICES OPERATOR

Want to be on the receiving end? Over 500,000 calls are received every year at the Portland-Multnomah County Emergency Communications Center from people who need police, fire and/or emergency medical services. The operators who take these calls have to be special -- calm, collected and committed to serving the public. Can you handle a job that is demanding, stressful but rewarding? If so, we need you. \$4.82/hr to begin, \$5.15 after 6 mos. with possible future raises to \$6.39/hr after 3 years plus attractive benefits. This is an entry level position with excellent opportunities for advancement in the field of emergency communications. Visit or write us about applications procedures, qualifications and the examination process.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Monday,
September 8, 1980.
Women and minorities
are encouraged 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. \$976/mo. to \$1317/mo. Terrific fringe benefits. Contact Dennis Van Lear-Harper at the City Attorney's office, 248-4578.

An Equal Opportunity Employer

CITY OF PORTLAND TYPIST CLERK

\$787 mo to \$1038 mo
This is an entry-level clerical position requiring strong typing and receptionist skills. Work is often routine and repetitive and requires an ability to meet and deal with the general public. Employees often work independently on more routine tasks, and receive instructions and supervision on new assignments. Typist Clerks often act as a receptionist answering questions, taking messages and referring callers to the proper person.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
An Equal Opportunity Employer

CITY OF PORTLAND AQUATICS PROGRAM DIRECTOR

\$1,586 to \$1,730
Advanced professional work planning, developing and administering city-wide aquatics program for the Portland Parks Bureau. Responsible for management of 3 indoor and 11 seasonal outdoor facilities, supervision of staff and administration of a large program budget. Additional duties are outlined in the job announcement.

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510 S.W. Montgomery
Portland, OR 97201
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An Equal Opportunity Employer

CITY OF PORTLAND GRAPHICS ILLUSTRATOR I

\$1,222 to \$1,548
Support work designing and executing graphics and visual representations of data, ideas and material concepts for the communication of information. Work will be performed independently regarding the technical and artistic aspects of a project but general direction and technical content is provided by the person requesting the work and by a supervisor.

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510 S.W. Montgomery
Portland, OR 97201
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An Equal Opportunity Employer

TV STUDIO SUPERVISOR

KSPS TV public television in Spokane WA. seeking person exp'd in broadcasting. Complete knowledge of TV technology + 1st Class FCC lic. Must be able to supervise other engineers. Qualified applicants should forward letter of application and resume to:

Personnel Office
Spokane Public Schools
4714 8th Avenue
Spokane, WA. 99206
Or call 509/455-3650
Equal Opportunity Employer

PRINTER - MAIL & SHIPPING CLERK

Well-established trucking company seeking a person with offset printing experience to operate A.B. Dick 360 and to handle mail and shipping. Excellent salary and benefits. Apply to Personnel, 8-11 a.m. or 1:30 - 4:00 p.m.
CONVOY COMPANY
3900 N. W. Yeon Ave.
Portland, OR 97210
An Equal Opportunity Employer

MULTNOMAH COUNTY

DIRECTOR PROJECT HEALTH (Program Manager 3 Unclassified)

\$34,368 - \$44,662 annually, depending on experience. This position is responsible for the management of the Project Health Division and services. Project Health is a division consisting of 43 staff with a budget of 5.8 million. Primary responsibilities include the continuing development, administration and improvement of Project Health's service programs, funding projects, systems capabilities and policies; coordination of the activities and policies of Project Health with other Divisions of the Department of Human Services. To Qualify (Minimum) Five years work experience in the health care industry with at least four of the five years in an increasingly responsible management capacity related to health care administration or financing and a Bachelor's degree in Arts or Sciences, with studies in business administration, public administration, health planning, basic sciences, mathematics and statistics, or social sciences. Additional experience may be substituted on a year-to-year basis for the academic training; additional 3-5 years work experience in increasingly responsible positions in the health care industry; experience in working with government employees and elected officials at all levels, and with public policy-making boards; experience in developing innovative approaches to complex health care financing problems and in federal, state, and/or local grant source development; experience in leadership, motivating others to achieve common goals, and in defining and delegating tasks and job responsibilities; experience in planning and formulating the goals and objectives of an agency, a major program, or a work group; and experience in resource allocation and budgeting. Apply for this position no later than 4:30 PM, Friday, September 5, 1980.

Where To Apply:

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

Join the Team at NIKE, Inc. ACCOUNTS PAYABLE CLERK

This may be the perfect opportunity to join the team at Nike. To qualify, you must have a minimum of 2 years heavy accounts payable experience, 10-key by touch and light typing, CRT a plus.

Position offers excellent benefits and good starting salary. If interested, please call Debbie Tregillis at 641-6453 ext 403.

An Equal Opportunity Employer

CITY OF PORTLAND DRAFTING SPEC.

\$1645 to \$1846
Will draft maps and plans of street improvements and extensions, sewers and sewer systems, water systems and may include some bridge and structural detailing, equip. layout and electrical circuitry. Must have minimum qualifications listed on application form in order to compete in the examination.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
Equal Opportunity Employer

SENIOR MEDICAL UNDERWRITER

New position provides excellent career opportunity for individual with three (3) years underwriting experience or a degree in nursing. Incumbent will provide selection and elimination of risk which includes an assessment of eligibility based on medical analysis and judgment. Position requires an individual with the technical knowledge of the complexities and complications of medical diagnosis and procedures. Function includes research and compilation of medical data from several sources. Incumbent will be in constant contact with subscribers, brokers, physicians and attorneys. Proficiency in written and oral communications is essential. Incumbent will be required to provide initiative and independent problem solving. Send resume or apply to: **BLUE CROSS OF OREGON**
100 S.W. Market St.
Portland, Oregon 97201
An Equal Opportunity Employer

COLLECTORS SALE

Collector's item: proud gift for grandchild, others. First edition color keyed accordion fold out, World History Chart II 300 A.D., thousands of Rulers, etc. Ask for sampler or send \$4.00 each, 2 for \$7. Overview Charts, Inc.

13445 S.E. Division Street
Portland, Oregon 97236

Ask for bonus surprise!

WRITER/EDITOR

For State Department of Transportation to produce quality internal communications including monthly newsletter. Work includes tight deadlines, statewide travel and wide variety of subject matter. Requires equivalent to journalism degree and two years of experience which must include print journalism, photo and layout. Salary range \$1166 - \$1494 monthly. Apply:

Personnel Operations
411 Transportation Building
Salem, Oregon 97310
An Equal Opportunity Employer

MEN'S LOCKERROOM ATTENDANT

Full-time, 12 month per year. Minimum Selection Criteria: Minimum Education: High school diploma plus 2 years college. Desired education: Bachelor's degree in Physical Education/health; Athletic Training. Desired Experience: Lockerroom attendant, Lockerroom technician, management, supervision. Management and operation of men's lockerroom; supervise students and other assigned workers. Starting Date: September 15, 1980. Salary: \$935.00 - \$1,029.00 per month (80-81 support schedule) Application deadline: open until sufficient applications are received. (No later than August 28, 1980)

SUPERVISOR TEACHER

Child Development And Children's Drop In Centers
Full-time, 9 months per year. Master's degree in Early childhood Education. Previous experience in supervisory role of a Child Development Center Coordinator. Will supervise staff and be responsible for the operation of both centers, which will include: assigning and directing teaching staff and work study students. Starting date: September 8, 1980. Salary range: \$1,422.00 - \$1,564.00 per month (80-81 Supervisory) Application deadline: August 29, 1980.



PERSONNEL OFFICE
19600 S. Molalla Ave.
Oregon City, OR 97045
(503) 657-8400, ext. 318

EQUAL OPPORTUNITY EMPLOYER

CITY OF PORTLAND WASTEWATER OPERATIONS

To assist in operation of Portland's two activated sludge plants. A chance to work and learn in our newly expanded plants. Salary starts at \$1,361 with increases to \$1,351 after one year. Many benefits including full paid pension plan and health, dental and life insurance. Good promotional opportunities. Applicants must have the knowledge and skills needed to perform many operations in a wastewater plant including sampling and some tests.

APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97202
Open Continuous.
Women and minorities
are encouraged to apply.
An Equal Opportunity Employer

RECEPTIONIST CORPORATE LOBBY

We are looking for a sharp individual to learn complex phone system with good communication skills to project corporate image to visitors and vendors. Need prior experience with heavy telephone load. Call Kathy Hubener at 641-3151 ext 159.

FLOATING POINT SYSTEMS

3601 S.W. Murray Blvd.
Beaverton, OR 97005
Equal Opportunity Employer M-F-H

BUS DRIVERS

\$4.80 - \$5.10 per hour

Free training now for permanent, part-time positions driving a school bus. No previous bus driving experience necessary. Excellent working conditions and benefits. Homemakers, students and retirees welcome.

COLUMBIA BUS SERVICE
6766 NE Columbia Blvd
Portland, Oregon
284-6466

Equal Opportunity Employer

ACCOUNTING

ACCOUNTS PAYABLE CLERK

Full time position for experienced Accounts Payable Clerk. Responsible for processing invoices and expense vouchers for computer input. One year experience in general office functions, ability to use ten-key by touch and typing skills required.

Our benefit plan includes medical, dental, life insurance; tuition reimbursement; savings plan and many others. To apply, please contact our Human Resources Department at:

B-D DRAKE WILLOCK

500 NE Multnomah
Portland, Oregon 97232
(503) 659-3355

An Equal Opportunity Employer M-F-H

TEMPORARY FACULTY POSITIONS

Temporary faculty positions in Resource Recreation Management available 9-5-80, 1-1-80, and 3-25-81. Experience and qualifications in resource recreation management and successful teaching experience at the university level. Salary commensurate with experience and assignment. Send letters of application, curriculum vitae, transcript of previous university work, and three letters of recommendation to:

**DEPARTMENT CHAIRMAN
Resource Recreation Management**
108 Peavy Hall
Oregon State University
Corvallis, Oregon 97331

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

TYPISTS

Like to type forms? If you can type 55WPM we will train you in a specialized field.

Good salary and fringe benefits. Excellent working conditions. Downtown location, will move to Lake Oswego in early 1981.

Call Mrs. Flaschner, 224-8580 about our Policy Typist and Input Operator.

SAFECO INSURANCE COMPANIES

Equal Opportunity Employer M-F

LEWIS & CLARK COLLEGE

CLERK

Lewis & Clark College
Admissions Office
\$674/mo., starting
244-6161, ext. 330

An Equal Opportunity Employer

RECEPTIONIST SECRETARY

Lewis & Clark College
International Programs Office
\$639/mo., starting
244-6161, ext. 330

An Equal Opportunity Employer

SECRETARY OFFICE MANAGER

Lewis & Clark College
Law School Legal Clinic
Experience required; legal background preferred; downtown location; paid parking.
\$797-\$837/mo., starting
244-6161, ext. 330

An Equal Opportunity Employer