

Portland Observer JOB FINDER

CLERICAL WORK
Clerical part or full time opportunity from home working with mail. No experience required. For information, send stamped, self-addressed envelope.

DYN-NAR ENTERPRISE
P. O. Box 36
New Burnswick
New Jersey 08903

SECRETARY-OFFICE MANAGER

For Urban League field office. Transcription skills desired. Type 55 wpm accurately. Starting salary \$10,500 yearly. Apply for person or send resume to:

George Rankins
5329 N.E. Union Avenue
Suite 218
Portland, OR 97211
By 10-10-80.
An Equal Opportunity Employer

Wacker Siltronic. A new name in the industry?



Equipment Mechanical Engineer

Involves responsibility for translating specifications, service requests and/or instructing in design or selection of appropriate equipment. Supervise equipment start-up. Prepare necessary documentation including operating instructions and special maintenance procedures. Engineering degree or five years design experience desired.

If you are qualified and want a real challenge, please send resume and salary history to **Ron Hamilton, Dept. W-3, P.O. Box 03180, Portland, OR 97203, (503) 243-2020.** An equal opportunity employer.

WACKER SILTRONIC CORPORATION

HUMAN RESOURCE AIDE I

NUTRITION AIDE
\$4.21/hour 20 hours/wk
Contact families in North and Northeast Portland with Nutrition Education information. Car required. Mileage reimbursed. Apply by October 17.

OSU

Extension Service
1939 SE Hawthorne
Portland, OR 97214
Phone: 233-8881
Women and minorities are encouraged to apply.
An Equal Opportunity Employer

DATA ENTRY OPERATOR

Excellent career opportunity for experienced data entry operator. Must be efficient and accurate on CMC.

Full benefit package to include, fully paid medical and dental insurance for employee and dependents. Starting salary \$840 per month. Call for interview 225-5405.

BLUE CROSS OF OREGON
An Equal Opportunity Employer

CITY OF PORTLAND MANAGEMENT ANALYST

\$23,338 to \$24,752
Professional level management analyst and budget review work. Will prepare budget submissions, monitoring bureau progress and expenditures; perform special audits and system studies; and provide general and technical assistance to City bureaus on budget and management concerns.
APPLY

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, October 17, 1980. Women and minorities are encouraged to apply.
An Equal Opportunity Employer

GENERAL OFFICE GROUP CLAIMS

Excellent opportunity involving figure work and public contact for person who can work independently. Requires stable work history, 2 years of office experience and light typing. Claims or accounting experience helpful. Please call after 10am, 248-2112.

TRAVELERS INSURANCE
Equal Opportunity Employer

INSURANCE - LIFE

National multiple line company seeks person with minimum 3 years life insurance experience including business cases for position as Life Marketing Representative to assist P and C agents in the production of life insurance. Salary + EXPENSES + CAR. Excellent fringe benefits. Send resume and salary requirements to:

USF&G CO.
P.O. Box 3459
Portland, OR 97208
Attn: Mr. Roache
An Equal Opportunity Employer M/F

Public Information

DIRECTOR

The Oregon Division of National Public Service Organization located in Portland is looking for a Public Information Director. Minimum 2 years experience in Public Information required. Excellent writing skills essential. Journalism experience desirable.

Will work with experienced public relations and advertising volunteers. Some community organization responsibility required. Please send cover letter, resume and writing samples, (non-returnable) and replies to:

ATTN: Dodie Pembroke
910 N.E. Union
Portland, Oregon 97232
An Equal Opportunity Employer M/F

BUS DRIVERS

\$4.60 - \$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. Homebased, students and retirees welcome.

COLUMBIA BUS SERVICE

6765 NE Columbia Blvd
Portland, Oregon
284-6466
Equal Opportunity Employer

EVENT CUSTODIAN

Part Time

General janitorial work, including cleaning spills, sweeping, mopping, vacuuming, etc. 6-8 hour shifts, including evenings, weekends and holidays.

Applications accepted through Wednesday, October 22, 1980, from 9am - 5pm:

MEMORIAL COLISEUM COMPLEX
1401 North Wheeler Avenue
Portland, Oregon
\$4.95/hour
An Equal Opportunity/Affirmative Action Employer

4-H BUILDS LEADERS



MULTNOMAH COUNTY LICENSED PRACTICAL NURSE

\$1,006 - \$1,171 monthly

This is practical nursing work involving various phases of patient care such as: dispensing medications; administering injections; taking and recording temperatures, pulses and respirations; and performing routine work in the care of convalescent patients. The current opening is in the communicable disease clinic. However, a general eligibility list will be established to fill other vacancies which may occur during the next six months. To Qualify applicants must possess a Practical Nurse's License from the Oregon State Board of Nursing And have one year of experience as a Licensed Practical nurse. Apply for the above position no later than 4:30 PM, Friday, October 17, 1980.

Where To Apply:
Multnomah County Courthouse Room 130
1021 SW Fourth Avenue
Portland, OR 97204
Phone: (503) 248-5015
An Equal Opportunity Employer

COUNSELOR SUPERVISOR

Counsel 30-40 clients. Supervise and train 2-3 counselors. Monthly salary \$1189-1646. Requires Master's degree in counseling or 5 years education and experience related to counseling substance abusers plus skill in group, family and individual counseling. Contact Barbara Mongillo:

CODA
257-0533
Equal Opportunity Employer

Wacker Siltronic. A new name in the industry?



Plant Manufacturing Technician

Must be experienced in all phases of electrical installation, troubleshooting, maintenance and modifications to new and existing systems and equipment. Minimum qualifications include a limited journeyman manufacturing electrical license.

Maintenance Mechanic

Using knowledge of our production equipment, troubleshoot, repair and rebuild mechanical equipment. Also includes fabrication and installation of various mechanical systems. Two years experience required, familiarity with sheet metal fabrication a plus. If you are qualified and want a real challenge, please send resume and salary history to **Ron Hamilton, Dept. W-3, P.O. Box 03180, Portland, OR 97203, (503) 243-2020.** An equal opportunity employer.

WACKER SILTRONIC CORPORATION

CITY OF PORTLAND ASSISTANT ARTS COMMISSION DIRECTOR

\$1316/mo to \$1661 mo

This is an entry-level position in arts administration with the city-county Metropolitan Arts Commission (MAC). The employee will assist the director of MAC in budgeting, grant acquisition and administration, project supervision, public information and care and exhibition of the MAC art collection. Duties vary, but work is performed independently after initial orientation and training.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, October 17, 1980. Women and minorities are encouraged to apply.
An Equal Opportunity Employer

FORESTRY INSTRUCTOR

Forestry Tech

A temporary full time teaching opportunity for winter and spring term 1981. Teaching lecture and lab courses including forest and Botany, forest soil, silviculture, introduction to forest economic and outdoor recreation required: a degree in forest technology, 3 to 6 years of practice of forestry experience with emphasis in forest management. Contract is for winter and spring term of 1981 only. Starting 1-5-81. Salary includes a full fringe benefit package for complete information write:

Director Of Personnel
Mt. Hood
Community College
2600 S.E. Stark
Gresham, OR 97030
Equal Opportunity Affirmative Action Employer

INSTRUMENT TECHNICIAN I

Unified Sewerage Agency
\$1361 Per month with periodic step increases, training and/or experience in maintaining, installing, repairing and trouble-shooting electronic, pneumatic and mechanical instruments; skill in the use of standard shop tools and electronic and pressure test equipment; ability to interpret blueprints and schematics. Apply for the above position at:

Washington County Personnel, Room 305
150 N. First Avenue
Hillsboro, OR 97123
Women and minorities are urged to apply.
An Equal Opportunity Employer

SECRETARY RECEPTIONIST

Starting salary \$9,500 annually. Submit resume before 5 pm October 13, 1980 to:

Norm Monroe
Urban League of Portland
718 W. Burnside
Room 404
Portland, OR 97209
An Equal Opportunity Employer

SPECIAL ASSISTANT

\$850 month, general assignment, oral and written communications skills. Resumes to:

Andy Raubeson
Burnside Consortium
107 N.W. 5th
Portland, OR 97209

Remodeled! \$34,950
Immaculate 3 bdrm home features skylight, large kitchen, wall to wall carpeting and an unfinished basement. Qualifies for loan to lender financing. Convenient location. 292-9111 for information or appointment.

The Bill Snyder Co. REALTORS

POLICE OFFICER

\$1,420.00 starting per month
\$2,022.76 after five years service

The N.A.A.C.P., the Urban League and Black United Front urge you to apply for the position of police officer. The first 200 applicants to register will be the first to begin testing procedures.

The Portland Police Bureau's Minority Recruiting Unit is seeking qualified minorities and women for the position.

If you are interested in a career in law enforcement and are 21 years or older, have a high school diploma or G.E.D., are a U.S. citizen and have no felony convictions, the Bureau is interested in you.

Registration for the written exam is October 20, 1980 during 8:00 a.m. and 5:00 p.m. at the Portland Civil Service Board, 510 S.W. Montgomery Street, Portland, Oregon 97201. Registration must be done in person. The written exam for the first 200 applicants will be given October 31, 1980 and November 1, 1980.

For further information contact:

Officer Dwight Ford, Officer Jeannie Bradley or Officer Beth Knudsen 248-5653, Personnel Division,

222 S.W. Pine Street, Portland, Oregon 97204.