

Portland Observer JOB FINDER

MULTNOMAH COUNTY

OFFICE ASSISTANT 1
Effective 01/12/81: \$882 monthly (day shift); \$926 monthly (evening shift); \$952 monthly (graveyard shift). Performs general office duties. Offices are located throughout the Portland/Multnomah County area. To qualify applicants must achieve a passing score on a clerical aptitude examination.

OFFICE ASSISTANT 2
Effective 01/12/81: \$701 monthly (graveyard shift). Multnomah County is looking for clerks, typists and stenographers to fill a variety of positions throughout the county. The duties vary from office to office; however, the following are some typical duties commonly performed: typing reports, correspondence and forms; filing correspondence, records and reports; posting information, sorting and distributing mail; answering telephone. May use specialized equipment such as calculator, microfilm reader, word processing equipment or data processing equipment. Some of the offices who hire office assistants, through the Personnel Division are: Public Safety, District Attorney, Data Processing, Assessment and Taxation, Direct Health, Permits, and Gresham. To qualify applicants must have six months clerical office experience. Typists must pass a typing proficiency test (approximately 35-40 wpm) and stenographers must pass a stenography test (approximately 80 wpm). Applications for these positions are being taken on an open continuous basis. Where to apply:

MULTNOMAH COUNTY COURTHOUSE
Room 130
1021 SW Fourth Avenue
Portland, OR 97204
PHONE: (503) 248-5015
An Equal Opportunity Employer

WORD PROCESSING SPECIALIST

Our busy Word Processing Department needs an experienced (2 to 5 years) Word Processor with IBM OS 6 background (Mag Card II will be considered). Must be able to transcribe dictation and perform special advanced program applications (including statistical typing) on word processing system. Applicant must enjoy typing. Must be production oriented. Please send resume or apply in person to:

Personnel Dept.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

DRAFTER MECHANICAL

Develop drawings from engineer's notes, sketches. Modify existing drawings. Experience in electronic equipment packaging desirable. Need 1 year similar experience and 1 year mechanical drafting school. Apply at 3601 SW Murray, Beaverton, or send resume to: P.O. Box 23489-OR6, Portland, OR 97223.

FLOATING POINT SYSTEMS
An Equal Opportunity Employer M-F-H

ADMINISTRATIVE SECRETARY

For busy social service agency. Full clerical support including heavy typing load, phones, office organization, minutes of board meetings, mailings, record keeping, typing statistics no bookkeeping. Requires 60-70 wpm, high school diploma, 3 years experience, vehicle and ability to work under pressure. Full time career opportunity starting at \$10,500. Excellent working conditions, full benefits including health and dental insurance, vacation and sick leave, resettlement benefits (7% gross salary.) Request application at:

248-5004
Applications due February 13, 1981.
An Equal Opportunity Employer

METRO's Washington Park Zoo

\$7.71-\$9.02 per hour plus excellent Metro paid benefits for employee and dependents. Experience in breeding and husbandry of domestic or exotic animals. College level course work in Animal Science, Biology, or related subjects relevant to care of exotic animals or satisfactory equivalent combination of experience and training. Performs responsible animal husbandry duties including cleaning of animal holding and exhibit areas, extensive recordkeeping, and assists with breeding and research projects. This position is represented Laborers International Union, Local 483. Applicants must be willing to work alternating graveyard shift 11:30 p.m. to 8:00 a.m., and swing shift 3:30 p.m. to 12:00 p.m., regularly and effectively. Apply:

Metro Personnel Metropolitan Service District
527 SW Hall
Portland, OR 97201
By February 13, 1981 at 5:00 p.m.
An Equal Opportunity Employer

JOB OPENING

For part time work in a Women's Choice Health Center Call:

777-7044
An Equal Opportunity Employer

COMMUNITY SERVICES PROJECT COMMUNITY WORKER (3 positions)

Work with low income residents to develop and implement activities to meet their needs. Minimum 2 years experience in community organization or related field. Salary \$11,000 annually.

COMMUNITY FOOD and NUTRITION COORDINATOR (1 position)

Works with low income residents to develop and implement activities to meet their needs. Minimum 2 years experience in community organization or related field. Salary \$11,000 annually.

COMMUNITY SERVICES PROJECT SECRETARY (1 position)

Accurate typing skills 55 wpm minimum. Salary \$10,800 annually. To send resumes or to fill out application contact:

George Rankins
Urban League Employment Office
5329 NE Union Ave.
Portland, OR 97211
Application deadline 5 p.m., February 13, 1981.
An Equal Opportunity Employer

PRINCIPAL PLANNER

City of Salem \$1938-\$2462
Supervise staff in the development of comprehensive, neighborhood and housing plans. Prepare technical studies, coordinate comprehensive plan activities, make presentations, maintain comprehensive plan data; manage staff, budget, work program and personnel. Four-year degree with major in regional planning, architecture, geography, public administration or related. Minimum 4-year progressively responsible experience in planning or community development, grant development, work program development and management, and supervision. Thorough knowledge of zoning principles and techniques required. Closing date: February 20, 1981. Apply:

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

WASHINGTON COUNTY PUBLIC WORKS CLERK

\$904-\$1098 per month, prepares department payroll record and maintains cost records; inputs data to computerized accounting systems; increasingly responsible experience in bookkeeping and accounting, preferably in a governmental setting; experience with computer input and computerized payroll and accounting systems, and college-level training in business accounting are all preferred; or any satisfactory equivalent combination of experience and training. Apply for the above position at:

Washington County Personnel
150 N. First Ave.
Room 305
Hillsboro, OR 97123
648-8606

Women and minorities urged to apply.
An Equal Opportunity Employer

TRAFFIC ENGINEER

Regional office of established consulting engineering firm seeks traffic engineer to function as Project Manager. Professional engineer with 4 years experience in capacity analysis, signal design, geometric designs, signs and pavement markings, transportation planning experience desirable. Varied responsibility with excellent growth opportunity. We offer excellent salary, and a full benefit package. No employment agencies will be considered. Send resume to:

STRAAM ENGINEERS
5505 SE Milwaukie Ave.
Portland, OR 97202
An Equal Opportunity Employer

ACCOUNT CONSULTANT

We have an immediate opening for a full time Account Consultant in our Hillsboro office. Prefer telling background. Some math aptitude and a knowledge of savings and loan helpful. Excellent benefits.

Apply Personnel Dept.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

SECRETARY RECEPTIONIST

Seeking individual with 50-60 wpm typing. Knowledge of dictating equipment helpful. Must be detail minded, have good organizational skills and good PR and telephone manner. Apply 8 to 12, Mon. through Thurs.

EQUITABLE SAVINGS
1300 SW 6th
Portland, OR 97201
An Equal Opportunity Employer

JOB OPPORTUNITIES

As a leading company in the kidney dialysis industry, **B-D DRAKE WILLOCK** employs approximately 300 people in the Portland metropolitan area.

Employment opportunities at **B-D DRAKE WILLOCK** are varied and provide employees the opportunity to demonstrate their ability to accept increased responsibility.

As an Equal Opportunity Employer, **B-D DRAKE WILLOCK** encourages all interested job applicants to inquire directly through the Human Resources Department. Also employment opportunity inquiries may be directed to any Oregon State Employment Service.

B-D DRAKE WILLOCK
13520 SE Phasant Ct.
Portland, OR 97222
(503) 859-3355
An Equal Opportunity Employer m-f-h

CLAIMS ASSISTANT

Wanted for large Workers' Compensation Firm. Must have minimum of 6 months experience processing benefits in accordance with workers' compensation laws. \$875 to \$950. Excellent benefits including medical, dental. Apply:

EBI COMPANIES
5100 SW Macadam
Portland, Oregon

Between noon and 5PM- Monday thru Friday.
An Equal Opportunity Employer

BANK BRANCH MANAGER

Immediate opening for aggressive, experienced manager in the financial industry for a full service office in Medford, Oregon. Experience in savings accounts, real estate loans and customer relations preferable. Exciting future with rapidly growing company. Send resume or apply in person to:

Personnel Dept.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

ACCOUNTING CLERK

Excellent opportunity in our downtown Real Estate Investment Dept. for an accounting clerk who enjoys a variety, and is willing to be trained in new areas. Requires 2 years office experience, bookkeeping; accounting background and 40 wpm. Salary commensurate with experience. Excellent benefits including 2 weeks vacation in 1981. Please call: 248-2112.

TRAVELERS INSURANCE
An Equal Opportunity Employer

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
284-8466
Equal Opportunity Employer

TYPIST RECEPTIONIST

Requires minimum 1 year general office experience with heavy emphasis on typing. Must also have pleasant voice. typing correspondence and legal documents, and answer Centrex telephone system.

TYPIST-GENERAL OFFICE

The person selected will have had previous office experience and developed a good thought process. Will be taught how to operate an Artec word processor, which will be the primary duty. Will also assist in other duties within the accounting department. Minimum 70 wpm typing speed. Must have above average creative ability.

CLERICAL-TYPIST

Will be taught how to operate computer terminal, will also be typing business letters, legal documents, and assist in filing and answering telephone. Minimum typing speed 55 wpm; requires above average comprehension ability. This is not an entry level position, but one that requires a person with previous office experience.

FOR INFORMATION CALL PERSONNEL 243-3390
OREGON TRAIL SAVINGS & LOAN
333 SW 5th, Room 507
An Equal Opportunity Employer

SECRETARY

Tri-Met has an opening for a Secretary to the Civil Engineering Manager on the light rail project team. Strong Organizational and communication skills, typing 70 wpm and 3 years secretarial experience required. Minimum starting salary \$11,836. Excellent benefits. File application and take typing test at:

TRI-MET Employment Office
14th Floor
4012 SE 17th Avenue
Portland, OR 97202
No later than Friday, February 13, 1981.
An Equal Opportunity Employer

CHIEF ACCOUNTANT

Minimum 2 years experience in a hospital or health care facility desired. At least 1 year in a supervisory capacity preferred. Must possess technical and professional skills of accounting and ability to develop financial and other operation systems to accurately control hospital activities. Must be familiar with data processing capabilities and procedures. Excellent salary and benefits.

TREATMENT ATTENDANT

Part time, nights alcohol treatment center. Familiarity with all unit procedures, documents, charts, files and schedules a plus. Must have good oral and verbal skills.

RESPIRATORY THERAPIST

Must be certified, registered or registry eligible. Relief.

VANCOUVER MEMORIAL HOSPITAL
Division of S.W. Washington Hospitals
3400 Main Street
Vancouver, WA
An Equal Opportunity Employer

WORD PROCESSING OPERATOR

Individual must have excellent grammatical skills and take personal pride in workmanship. Minimum one year experience or demonstrated ability in operation of word processing equipment, preferably IBM Mag Card II and the Document Printer. Typing 65 wpm, excellent hours and employee benefits. Call 225-5405.

BLUE CROSS OF OREGON
100 SW Market Street
Portland, OR 97201
An Equal Opportunity Employer

DATA PROCESSING COMPUTER OPERATOR

Full time opening for an experienced 370-168, 370-3033 computer operator. Experienced with operating MVS system with ES-II required. Excellent working conditions, fringe benefits and swing shift differential.

U.S. NATIONAL BANK OF OREGON
10-2:30 p.m.
U.S. Bank Plaza
555 SW Oak
An Equal Opportunity Employer

BANK PART TIME TELLER

Are you looking for a training program that will prepare you for a career in the financial industry? We have permanent part time openings with variable hours in our Lloyd Center, Milwaukie, 82nd and Division and downtown offices. 6 months work experience; cash handling, customer relations and light typing skills preferred.

Apply Personnel Dept.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

CITY OF PORTLAND INVITATION TO BID

Sealed proposals will be received in Room 412, City Hall, Portland, Oregon 97204 for items detailed herein until 2:00 P.M. on the dates indicated.

Plans and specifications may be obtained at the above address. For additional information telephone Buyer at number listed.

When Bid Surety is required, proposals shall be accompanied by a certified check, cashier's check or a bid bond, payable to the City of Portland for an amount not less than ten percent (10%) of the aggregate amount of the bid as guaranty that the bid shall be irrevocable for the period specified in the proposal. Said bond to be forfeited as fixed and liquidated damages should the bidder seek to revoke his offer for any reason not authorized by law and not consented to by the City within the irrevocable period, or neglect or refuse to enter into contract and provide a suitable bond for the faithful performance of the contract, in the event the said contract is awarded to him.

NON-DISCRIMINATION: No proposal or bid will be considered unless the bidder is certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland. All bidders not currently certified should file the required documentation with the Contract Compliance Division, Room 209, City Hall, 1220 SW Fifth Avenue, Portland, Oregon 97204, 248-4696, at least five (5) days prior to the Bid opening. Failure to achieve certification by the Bid Opening Date and Time shall result in the return of your Bid unopened.

BID NO.	DESCRIPTION	BID OPENING DATE
80	Furnishing 911 Communications System. For information call Carlton Chayer, Ass't Purchasing Mgr., 248-5374. 10% Bid Surety Required.	02/26/81
82	Labor, Material & Equipment for 60-Inch Water Transmission Main for Groundwater Development Program, Phase II. For information call Carlton Chayer, Ass't Purchasing Manager, 248-5374. 10% Bid Surety Required.	02/10/81
84	Furnishing 1 self-propelled Pneumatic Compactor. For information call Duane Gullixson, 248-4004. 10% Bid Surety Required.	02/10/81
85	Labor, Material & Equipment for 3 traffic Diverters. For information call Carlton Chayer, Ass't purchasing Mgr., 248-5374. 10% Bid Surety & Prequalification of Bidder Required.	02/10/81
C-9280	Construction of SE 48 Ave., SE Henry St & SE Bybee Blvd Sanitary Sewer System. For information call Carlton Chayer, 248-5374. 10% Bid Surety & Prequalification of Bidder Required	02/10/81
C-9259	Improvement of Central Eastside Capital Improvement District (Street Lights). For information call Carlton Chayer, Asst. Purchasing Mgr., 248-5374. 10% Bid Surety & Special Prequalification of Bidder Required.	02/17/81
86	Furnishing Five 1981 Vans. For information call Duane Gullixson, Buyer, 248-4004. 10% Bid Surety Required.	02/17/81
89	Furnishing Video Equipment. For information call Michele Ackerman, Buyer, 248-4191. 10% Bid Surety Required.	02/12/81

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held by the Tri-County Metropolitan Transportation District of Oregon (Tri-Met) in the auditorium of the Water Services Building, 1800 S.W. 8th Avenue, at 10:00 a.m., Monday, March 9, 1981 to receive public comment on proposed bus service additions and revisions which may affect transit passengers. The proposed changes will affect the following lines:

#30-Ardenwald -- route revision: will operate only between Milwaukie transfer center at Main and Jackson and Clackamas Town Center.

#76-Milwaukie-Clackamas Town Center -- new route: via Harrison, 42nd, King, Home, Monroe, Linwood, Harmony and 82nd.

#75-39th Avenue--route extension to Milwaukie on Saturday and Sunday.

#33-Oregon City --addition of Sunday service to Oregon City via McLoughlin.

#72 82nd Avenue -- route revision: new route south of King Road connecting with Clackamas Town Center then continuing South on regular route.

Written or oral comments may be submitted in advance of the hearing to the Board of Directors, Tri-Met, 4012 S. E. 17th Avenue, Portland, OR 97202 or at the hearing. Further information concerning the proposed changes may be secured from the Service Planning Department, Tri-Met, 4012 S. E. 17th Avenue, Portland, OR 97202.

TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON
Paul N. Bay, Executive Director
Planning and Development