

Jobs Classifieds

CITY OF PORTLAND

Operational & Performance Auditor

\$2,418/mo. to start.

Apply by June 21, 1985.

All positions include City-paid benefits.
RESUMES WILL NOT BE ACCEPTED.

Apply to:

Portland Civil Service

1220 S.W. Fifth Avenue, First Floor
Portland, Oregon 97204

or

Urban League

10 N. Russell
Portland, Oregon 97227

SECRETARY/RECEPTIONIST

Radio Station Front Office

Heavy phone & typing, accurate 60 WPM minimum, pleasant phone manner (Excellent English), grammar, spelling, punctuation. Minimum 2 years secretarial experience.

Portland Observer

P. O. Box 3137

Portland, OR 97208

RECEPTIONIST/SECRETARY

Level 3, Part Time (12 noon-5 p.m.)

Office of the Associate Executive Director. Qualifications: Previous receptionist experience with strong telephone presence. Previous experience in operating a FOCUS switchboard system preferred. Strong interpersonal skills. Demonstrated ability to interact with variety of staff and clients. Strong professional personal appearance/presence. Ability to maintain strict confidentiality of information and materials. Ability to type 60 WPM with accuracy. Ability to maintain composure under pressure. Beginning salary \$8,062 - \$8,241 for .67 FTE (\$12,022 - \$12,300 per annum) depending on background and experience.

Term of Employment: POSITION AVAILABLE June 24, 1985. Applications: Letters of application and resumes must be received in the Portland office by 5:00 p.m. on Thursday June 13, 1985. In letter of application indicate the position for which you are applying. Apply to **Northwest Regional Educational Lab.**

300 S.W. 6th Ave.

Portland, OR 97204

Equal Opportunity Employer

MULTNOMAH COUNTY

Corrections Health Supervisor

\$25,140 - \$32,677 annually, responsible for operation and coordination of health care delivery within the assigned correctional facility; requires BSN degree and 5 years nursing experience or equivalent; apply by June 14, 1985.

Administrative Services Manager Aging Services Division

\$12.04 - \$15.65 per hour; duties include planning, organizing, coordinating and directing the administrative support services for the Aging Services Division, requires BS and two years of experience, apply by June 7, 1985.

WHERE TO APPLY:

Multnomah County Courthouse

1021 SW Fourth Avenue, Room 134
Portland, Oregon 97204

Equal Opportunity Employer

COORDINATOR

Campus-Wide Special Services

Duties include developing and administering campus-wide tutorial services, advising/instruction of underprepared students, and assisting the Director of Special Services as necessary.

Qualifications: BA, BS and experience working with academically underprepared students required.

Send vita with names, addresses and phone numbers of two references by 5:00 p.m. June 14, 1985 to:

William D. Williams

Office of Student Affairs

Portland State University

P. O. Box 751

Portland, OR 97207

Portland State University is an Equal Opportunity Affirmative Action Employer. Qualified minority, women and members of other protected groups are encouraged to apply.

ROOF COATING

Let me make a new roof

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Call 287-8474

between 6 - 8 a.m.

TELLER

Part Time

Join our friendly staff at the Benj Franklin. Part-time openings St. Johns, Vancouver and N.E. Portland locations. 20 hours per week. Process transactions on our on-line system, provide assistance to customers and sell association products and services. Require six months cash handling experience and public contact. 10-key and light typing. Previous teller or retail sales exp. Apply in person at our Human Resource Dept.

16th Floor - 9 a.m. to 1 p.m.

1 S.W. Columbia

(between First and Front)

Benj Franklin

Federal Savings & Loan

Equal Opportunity Employer

M/F/H/Y

ENGINEERING TECHNICIAN 3 (SENIOR DRAFTER-CARTOGRAPHER)

\$1,507 - \$1,925 MONTHLY

THE OREGON DEPARTMENT OF TRANSPORTATION, HIGHWAY DIVISION, IS CURRENTLY RECRUITING FOR ENGINEERING TECHNICIAN 3. A CURRENT VACANCY EXISTS IN SALEM. YOU MUST HAVE EQUIVALENT TO AN ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY WITH EMPHASIS IN DRAFTING AND FOUR YEARS OF PROGRESSIVELY TECHNICAL EXPERIENCE DIRECTLY RELATED TO ENGINEERING. FOR INFORMATION CONTACT ODOT PERSONNEL, 419 TRANSPORTATION BLDG., SALEM, OR 97310 (503) 373-7663. APPLY BEFORE JUNE 17, 1985

*The Oregon Department
of Transportation*

An EEO/AA Employer



PLANS AND SPECS

New Arrivals Daily

Available at:

Northeast Business Center

4232 N.E. Union Ave.

Portland, Oregon 97212

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(503)288-0033