

JOBS Classified

SECRETARY LEVEL 3

Office of Institutional Development and Communications Division of Policy and Management. Northwest Regional Educational Laboratory.

QUALIFICATIONS:

- Minimum of 3 yrs. secretarial experience.
- Ability to type 60 wpm with accuracy.
- Evidence of ability to produce high quality correspondence and reports from rough, handwritten drafts.
- Experience in using word processing equipment, preferably WANG.
- Ability to prioritize multiple assignments and organize work efficiently to ensure time completion.
- Demonstrated capabilities in spelling, grammar, punctuation and proofreading.
- Excellent interpersonal skills.
- Previous experience in dealing with individuals, groups and clients with professionalism.
- Ability to maintain confidentiality of information and materials.
- Ability to work under pressure.

SALARY: \$12,022 to \$12,300 per annum, depending on background and experience.

APPLICATIONS: Letters of application and resumes must be received in the Personnel Office by 5:00 p.m., Sept. 16, 1985. Interviews will be conducted after initial screening. In letter of application, indicate the title of the position for which you are applying. Send letter and resume to:

Personnel Office
Northwest Regional
Educational Laboratory
300 SW Sixth Avenue
Portland, OR 97204
Equal Opportunity Employer

CLERICAL

Part-Time

Need clerical part-time 20 hours week. Duties include typing, light bookkeeping, and filing. Wage \$6.50 an hour, work with street youth employment program at Social Service Agency. Send resumes by Sept. 20, 1985 to:

Anita Quiton
c/o Outside In
1236 S.W. Salmon
Portland, OR 97205

FINANCIAL SERVICES

Department

Accounting/Reporting Supervisor

BA degree with major in Accounting. Minimum 3 years accounting experience, including at least 2 years supervisory experience. Working knowledge of computerized accounting systems helpful. Additional requirements specified in job posting. Salary range \$22,000 - \$29,525. All applicants must submit a completed Lane Community College application form to

Personnel Department
Lane Community College
4000 E. 30th Ave.

Eugene, OR 97405

No later than 5 p.m., October 4, 1985
Application forms and job postings are available at above address or by calling

503-726-2211

LCC is an

Equal Opportunity Employer

FOSTER HOMES

Tutors, Big Brothers and Sisters

Lutheran Family Service is looking for foster homes, tutors and big brothers and sisters in the Black community for newly arriving Afroasian teenagers. These youths are children of Black G.I.s and Vietnamese women. They have very little understanding of their African heritage and have suffered discrimination due to being part American and part Black in Vietnam.

Lutheran Family Services provides social service support, educational support and financial reimbursement for care of children. Please contact

Ana Kammann, 231-7484
for more information.

RECEPTIONIST

Top Media Company

Near Clackamas Town Center is seeking experienced person for permanent part-time receptionist. 12:30 - 5:30 p.m., Monday & Friday. Must have excellent phone skills, ability to work on many projects at once, type 50 wpm and have legible handwriting. Send letter of application and resume to:

Personnel
P.O. Box 22125
Portland, OR 97222
Equal Opportunity Employer

SOCIAL SERVICES

Residential Counselor

Opportunity to make a difference in the lives of behaviorally disturbed teenaged girls. Chance to participate in program innovation. Excellent training offered, high challenge, high responsibility. Must be available for day, evening, overnight & weekend shifts in our residential treatment center. Must have proven group management and treatment skills. Full time and part time positions available. Salary range \$693 - \$1,012 month plus benefits. Also our group homes have part time positions available (mostly weekends). \$55 per 24-hour shift. Resume to:

Rosemont
597 N. Dekum
Portland, OR 97217
283-2205
Equal Opportunity Employer

SALESPERSONS

Positions Open

Independent, experienced, energetic salespersons NE and SE Portland for unique advertising approach. Resume:

Sales - CLM Productions
2229 E. Burnside #20
Gresham, OR 97030

PBX RECEPTIONIST

Part-time, 8:00 a.m. - 12:30 p.m.

Kentrox Industries, a manufacturer of telecommunications equipment, has an immediate opening for a part-time PBX receptionist. We are seeking an individual with at least 1 year experience operating an electronic switchboard, who can professionally handle both incoming calls and the public. Typing skills of 50 WPM are also required for overflow support. This is a job-share position with hours of 8:00 a.m. to 12:30 p.m. weekdays.

If interested in this opportunity, please stop by our offices or send your resume to:

Glenna Kruger
Director of Human Resources
Kentrox Industries
P. O. Box 10704
14375 N.W. Science Park Drive
Portland, OR 97210-0704
(No agencies, please)
Equal Opportunity Employer