

# Jobs Classifieds

## JOB ANNOUNCEMENT

### Accounting Clerk

This is para-professional accounting work involving the maintenance of accounting fiscal records which requires a working knowledge of accounting principles and practices.

Maintains and balances ledgers and reconciles bank accounts; prepares special and regular reports; may operate an electronic accounting machine; prepares customer's statements for month end billings; follows up on unpaid bills; receives payments and issues receipts; takes applications for new utility customer services or discontinuance of present service; sets up new accounts; records meter resets; posts individual accounts or general ledgers; prepares bank deposits; writes receipts for payment; enters and retrieves data using computer terminal; performs a variety of related work and other office tasks as assigned. Public contact is a prime job element and some contact will be with dissatisfied individuals.

Education and experience equivalent to one year of responsible bookkeeping work supplemented by college or business school training in bookkeeping or accounting; or any satisfactory equivalent combination of experience and training.

Knowledge of: bookkeeping principles and procedures; modern office practices, procedures, and equipment including

computer terminals; accounting systems and procedures; standard clerical techniques;

Ability to: apply bookkeeping principles to the maintenance of routine fiscal and accounting records; skill in data entry and retrieval using a computer terminal is desirable.

**EXAMINATION:** 50% written examination, 50% rating of training and experience (from supplemental questionnaire to be submitted with application by deadline).

**SALARY:** \$1,275 to \$1,552 plus full benefits.

**OPENING DATE FOR APPLICATIONS:** September 27, 1985

**DEADLINE FOR APPLICATIONS:** City application and required supplemental questionnaire must be **received** by 5 p.m. Friday, October 11, 1985.

**EXAMINATION NOTICE:** The written examination for Accounting Clerk will be held at Milwaukie Senior Center at 3 p.m. on Tuesday, October 15, 1985. The Center is located in No. Clackamas Park, 5440 SE Kellogg Creek Drive (off Rusk Road).

Submit completed City application form and supplemental questionnaire to:

**City of Milwaukie**  
10722 SE Main St.  
Milwaukie, OR 97222

## MULTNOMAH COUNTY

### Physician Assistant

\$11.50-\$13.58 per hour; requires degree and Oregon certification with prescriptive privileges; apply by October 18, 1985.

### Social Worker

\$9.70 per hour; performs pre-admission screening for elderly clients in community, hospitals or nursing facilities; requires MSW or related degree with supervised practicum and two years experience; apply by October 18, 1985.

### Case Manager I

\$7.79 per hour; performs direct social services work for elderly clients in nursing facilities; requires related Bachelor's degree with supervised practicum or associate degree and two years experience. Apply by October 11, 1985.

### Corrections Counselor

\$20,817 annually; performs social case-work and counseling in service to adults who are inmates of county correctional institutions, clients of rehabilitative programs, or on probation or parole; requires a Bachelor's degree in related field plus one year of experience in counseling or casework in a social welfare or correctional agency or environment. Apply by October 18, 1985.

Where to apply:

**Multnomah County Courthouse**  
1021 SW Fourth Avenue, Room 134  
Portland, OR 97204  
*Equal Opportunity Employer*

## HELP WANTED

**\$60.00 PER HUNDRED PAID**

for remailing letters from home! Send self-addressed, stamped envelope for information/application.

**Associates**

Box 96-B

Roselle, NJ 07203

## DO YOU NEED

**Office Space,**

A secretary, letters written, someone to answer the phone, and more? ONE STOP has the answer! Don't wait until you can't afford us! Call after 6 p.m. today:

**620-7080**

## RESEARCH ASSISTANT

### Biological Oceanographic Technician

To maintain and analyze marine phytoplankton cultures, collect marine zooplankton, assist with experimental studies of zooplankton feeding behavior. B.S. in biology, zoology, or chemistry, with experience in analytical methods. Computer experience desired. Salary: \$17,500. Send resume and names of three references by 25 October 1985 to

**Timothy J. Cowles**

**College of Oceanography**

Oregon State University

Corvallis, Oregon 97331

*An Affirmative Action/Equal Opportunity employer, complying with Section 504 of the Rehabilitation Act of 1973.*

## RESEARCH ASSISTANT

**Half-Time**

### Biological Oceanographic Technician

To assist with development of optical detection system for flow cytometry, construct electronic circuits, and assist with instrumentation software development. Some biological background desirable. B.S. with experience in electronics and/or computers. Salary: \$8,750. Send resume and names of three references by 25 October 1985 to

**Timothy J. Cowles**

**College of Oceanography**

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