

## WORK PROCESSING SUPERVISOR

Finance & Administrative Services

NW Regional Educational Lab

Word Processing Center, a sub-unit of the Computer Service Center, provides word processing services to units of the Laboratory. Duties incl analyzing daily activities of the Center, responding to problems and needs, organizing projects, assisting units with overload production work, communicating with operators via memos, newsletters or meetings, and developing for the Center as a resource for operators. Qualifications incl 2 yrs exp in the operation of Wang word processing equipment; 1 yr supervisory experience, preferably in word processing operation; experience in Wang glossary; ability to organize work and set priorities; ability to type 70 wpm with accuracy; ability to work well with others. Salary: \$16,541 to \$18,200 depending on qualifications. Send resume and cover letter indicating you are applying for the position of word processing supervisor, to:

Personnel Office

Northwest Regional  
Educational Laboratory  
101 SW Main St., Suite 500  
Portland, OR 97204

Applications must be received by 3 p.m., on April 29, 1987.

Equal Opportunity Employer

## HELP WANTED

LARGE EXPANDING Central-Oregon Moulding Co. looking for career-minded individuals. \$5.85 to \$7.50/hourly depending on work history. Average wage \$9/hourly. Excellent benefits, profit-sharing, bonuses. Mail resumes:

I-O

P.O. Box 108B  
Dallas, OR 97338

JOBS Trade Magazine  
1463 N.E. Killingsworth

## PUBLIC BUILDING ENERGY AUDITORS

The Oregon Department of Energy (O.D.O.E.) is developing a current list of individuals and firms qualified to conduct energy audits of public buildings.

O.D.O.E. will conduct 20-50 energy audits of public buildings between May 1987 and July 1988. Audits not done by O.D.O.E. staff will be done by individuals or firms under contract to O.D.O.E. The number and type of audits done by contractors is unknown.

A "Request For Qualifications" (RFQ) that more fully describes potential auditor qualifications is available from O.D.O.E. RFQ submittals are due May 8, 1987. For a copy of RFQ please call or write:

Oregon Department of Energy  
ATTN: Mike Byers  
625 Marion St. N.E.  
Salem, OR 97310  
Phone: (503) 378-2856

## RESERVE POLICE OFFICERS WANTED

The Portland Police Bureau's Reserve Division is now accepting applications for Reserve Police Officers. Reserve Police Officers perform a variety of duties such as park patrol, enforcement of traffic and criminal laws, crowd and traffic control at parades and other events, dignitary protection, and a number of crime prevention related activities. Applicants must be between 21 and 65 years of age, possess a valid driver's license, have a high school diploma or equivalent, and be a U.S. citizen by their date of appointment as a Reserve Police Officer. Applicants must also be of good moral character with no history of criminal involvement. For more information, call:

243-7916  
Sgt. Beth Mulvihill  
Reserve Coordinator

## EMPLOYMENT OPPORTUNITIES

### MULTNOMAH COUNTY

#### Administrative Assistant

**Cable Regulatory Commission**  
\$19,314 - 25,098 annually; provides operational and administrative support to the Multnomah Cable Regulatory Commission; responds to and resolves complaints and inquiries regarding cable television service; performs staff work for Commission meetings; prepares and monitors budgets, contracts and franchise fee revenue projections; apply by May 1, 1987.

#### Employment Program Trainer

\$19,690 annually; trains juvenile offenders in effective job search techniques; tests and interviews individuals with employment barriers to assist in vocational guidance; apply by May 1, 1987.

#### Information Systems Manager

\$35,997 - 46,876 annually; Multnomah County is seeking an experienced individual to be responsible for the development and maintenance of computerized information systems; primary responsibilities include supervising and directing a staff of 22 computer systems analysts and programmers, providing consultation and advice on systems development and maintenance to using departments and overseeing large-scale development or major modification projects; apply by May 1, 1987.

#### WHERE TO APPLY

Multnomah County  
Employee Relations  
Room 1430  
1120 SW Fifth Avenue  
Portland, OR 97204

An Equal Opportunity Employer

#### POSITION OPEN

##### Advertising/Outside Sales

Full-time classified position. Working with automotive and real estate accounts. Fast-paced, competitive market. Sales experience helpful. Salary, commission and mileage. Excellent company benefits. Send resume and/or letter of application to: Times Publications, Attention: Kelly Gallagher, P.O. Box 370, Beaverton, OR 97075.