

## SECRETARY ENGINEERING

Provide secretarial support to Engineering Section of Portland Development Commission. Duties include heavy word processing preparing bid documents, contract documents, letters, memos; assembling specifications; maintaining contract records and payment records, processing invoices; working with contractors, keeping files current.

Successful candidate will have a thorough knowledge of secretarial and general office practices and procedures, preferably with experience working in an engineering office environment. Must have word processing experience, and skill in performing arithmetic calculations and posting to existing records.

Starting salary between \$17,000-\$18,500, regular raises, excellent benefits. To apply, come to the office of:

**Portland Development  
Commission**  
1120 SW Fifth Ave., Suite 1102  
between 9:00 a.m.  
and 4:00 p.m.

Interviews will be based on completed applications.

We are an Equal Opportunity/  
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## ★ NOTICE ★

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## SR. DRAFTER

CD Medical, Inc., a manufacturer of electromechanical dialysis equipment seeks a Sr. Drafter with 4-6 years experience in mechanical design and drafting, including PC based CAD PC board layout. Proficient in isometric drawings. Temporary contract of 3-4 months.

CD Medical has a no smoking policy. Qualified applicants should apply in person or send their resume and salary history to:

Mrs. Karjalainen



**CD  
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13520 S.E. Pheasant Court  
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**NO PHONE CALLS PLEASE**

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## LOANS & FINANCING

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## WASHINGTON COUNTY JOBS

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Call (503) 648-8607 for information. County application forms req. Apply to:

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## POSITION WANTED

**Community Publisher/  
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Multiple award winner, all categories. Builds ad volume, readership, paid circulation, quality, profits. Effective community/econ., devel./business activist. Staff motivator, recruits quality people, trains, retrainers, cross-trainers. Builds quality, efficiency, profits; controls costs. Started letterpress, pioneered offset 1959. Knows Oregon. Contact: Dan McGrew, 843 St. Anne Drive, Salinas, CA 93901; (408) 758-4947.

**JOBS Magazine**

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