

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Clerical

NORTHWEST OPERATIONS TEAM

Think First

At First Interstate Bank of Oregon, we are one of the nation's most progressive and diversified financial institutions. And, our growing Northwest Operations Team is a direct result of our commitment to build on existing technology and expertise. If you would like to "think first" and join an expanding operation, consider the following opportunities.

General Clerks

Part-time opportunities are available for several daytime shifts (Job #21127/8) as well as the graveyard shift (Job #24421). As a General Clerk, you will perform a variety of routine clerical and administrative tasks, and balance checks to deposit. Requires an understanding of debits and credits, the ability to follow instructions, work under deadlines, and to lift at least 30 pounds. Good basic math, strong 10-key by touch, typing and/or CRT skills as well as the ability to work flexible hours and overtime are required.

Proof Operators

Opportunities are available for part-time swing shifts (Job #25730) requiring data entry, and processing and reconciliation of customer and branch transactions. To qualify, you'll need good basic math and 10-key skills with at least 180 strokes per minute. Understanding of debits and credits plus. A 10-key proficiency exercise will be given. Prior Proof Operator experience preferred.

At First Interstate Bank of Oregon, we offer salaries commensurate with experience, generous benefits and a public transportation subsidy. A 9% shift differential and free parking is available for swing and graveyard shift openings. For consideration, please fill out an application, referencing the Job Number you are applying for, at First Interstate Bank of Oregon, Human Resources Department, 13th Floor, 1300 S.W. Fifth Ave., Portland, Monday - Friday, between 10:00 a.m. - 4:30 p.m. For Proof Operator openings please call (503) 778-8016 and follow the recorded instructions to schedule your required 10-key exercise.

An Equal Opportunity Employer. We promote a drug-free workplace.



First Interstate Bank

Where people come first.

Police Officer

Portland International Airport

This is a bargaining unit position with a beginning salary of \$26,702. Successful candidates will work shifts as assigned.

Summary Of Essential Job Duties

- Patrols a designated area in a vehicle or on foot
- Issues citations; serves warrants of arrests persons on misdemeanor or felony charges
- Responds to traffic and other type accidents; administers first aid
- Responds to traffic and other type accidents; administers first aid; interviews victims and witnesses; completes accident reports
- Performs required services related to personal security for public officials or threatened persons
- Transfers prisoners to jail
- Testifies in court
- Develops contacts to obtain information about crimes
- Performs specialized duties depending upon abilities and needs of the department
- Operates an intoxilizer machine
- Provides community services to airport patrons

Position Requirements

- High school diploma or GED
- Must be 21 years of age
- Must have U.S. citizenship
- Must be certified from BPSST within one year of hire date as a condition of continued employment
- Must possess a valid Oregon Or Washington State driver's license

Education And Experience Preferred

- College-level course work in criminal justice, administrative justice, or a related field
- Experience in one or more of the following areas: law enforcement, corrections, military police, reserve officer, or security

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, November 6, 1992.

Applicants Must Complete A Supplemental Questionnaire



Port of Portland

Port Of Portland Career Opportunities

Associate Planner II
Policy And Planning Department
Closing Date: November 6, 1992

If interested and qualified, apply in person at the Port of Portland employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Port of Portland

Accounting

Special Assistant to the Executive Vice President of The Evergreen State College, Olympia, Washington. \$3,250-\$3,750/mo. Minimum qualifications: Bachelor's degree in accounting or closely related field; computer skills including Lotus 1-2-3, WordPerfect; and experience with complex financial applications such as accounting packages; three years of progressively responsible administrative experience in accounting and budgeting; experience in developing models for resource allocation; exposure to capital program development; commitment to and appreciation for diversity and multicultural values, and an ability to function effectively in a collaborative, culturally diverse work environment; ability to develop interpersonal relationships with all segments of the campus community and its appropriate external agencies.

Preference will be given to candidates who have supervisory experience and familiarity with State of Washington fiscal rules and regulations. Review of applications begins November 16. Applications accepted until job filled. Submit (1) a chronological resume; (2) a letter of application describing your interest in the position and specific qualifications as described above; (3) name, address and phone number of at least three work references; and (4) a writing sample to: Human Resource Services, 3238, The Evergreen State College, Olympia, WA 985. To obtain a job announcement call 206/866-6000, ext. 6361. TDD/V only (206) 866-6834. Affirmative Action/Equal Opportunity Employer.

Portland State University

Assistant to the

President For

Government Relations

Portland State University is seeking an Assistant to the President for Government Relations, who will oversee the University's relations with the state Legislature, state agency leadership, Congress and national education associations, and who will be responsible for helping to identify opportunities for the University to obtain federal and state financial and policy support.

Minimum Qualifications Include: Knowledge of the legislative process and legislative offices and responsibilities, preferably on both the state and federal levels; demonstrated ability to represent an institutional perspective; previous success in obtaining support for a policy or a program through the legislative process; ability to work across party lines to build consensus for university issues; an undergraduate degree, preferably from an Oregon institution; or equivalent minimum qualifications. Other Preferred Qualifications: Experience on a university campus, as a member of the faculty or staff or in an advisory capacity; knowledge of the urban environment and of Portland State University, its mission and its programs; direct experience working with the Oregon Legislature is desirable.

Nominations and letters of application, including the names and phone numbers of five professional references, should be sent to PSU, office of the President, c/o Government Relations search, PO Box 751, Portland, OR 97207. Applications will begin to be reviewed after November 28, 1992, and the position will be open until filled.

Portland State University is an affirmative action/EEO employer. Women, minorities, veterans and individuals with disabilities are encouraged to apply.

Juvenile Justice Supervisor. 1/2 to full-time position. Competence in program accountability, supervision, coordination of community relations, internal communications, and working in a multicultural setting required. Salary, depending on education and experience, \$21,096-\$31,000. Benefits. Call The Boys and Girls Aid Society, 503-222-9661, ext. 112, for application. Equal opportunity employer.

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Arc-Acetylene Welder Apprentice

(Reg. No. 972159)

(3 Positions)

Subject to Random Drug Testing

Tualatin Regional Service Center; Portland District

Assists Mechanic Welders in all aspects of shop and Filed practices and procedures.

Assists in all phases of field layout and pipe joining preparation, excluding welding.

Assists in cutting of parts, assembly of parts, and clean-up of weld shop. Receives training in the operation of all tools and equipment utilized by welders.

High School graduate or equivalent. Must be able to certify as a pipe oxy-acetylene welder and poly fuser prior to acceptance into the apprentice program. Requires basic math, mechanical ability and read comprehension skills; tests will be administered. Must have ability to concentrate on tasks, apply procedures in sequence, make decisions with limited information and work in a structured team environment. Requires frequent kneeling, bending, hand/finger dexterity, and capability of lifting 100# maximum. Requires ability to work outside the majority of workday, oftentimes during adverse weather conditions. Must have valid local ORE/Wash driver's license; have/maintain satisfactory driving record. Must meet all training specifications outlined in the Training Syllabus within six months or return to former job.

Salary: \$14.00/hr

Application Procedure: Please send resume identifying your background and work experience, including education/training meeting the above qualifications:

Northwest Natural Gas Company
Employment (Reg. No. 92159)

220 N. W. Second Avenue
Portland, Oregon 97209

Deadline to Apply
November 9, 1992

PORTLAND OBSERVER

"The Eyes and Ears of the Community"

Office: (503) 288-0033

Fax #: (503) 288-0015

Marketing

Energy Management

Northwest Natural Gas Company, a gas distribution utility headquartered in Portland, Oregon, seeks talented professionals to staff newly created positions in its Market Development Department:

Market Research Analyst (92164)-experience required; 5+ yrs in research design, data collection and analysis, statistical packages, financial and statistical analysis, and new business plan development; PC skills required.

Product Development Specialist (92163)-experience required: 5+ yrs in consumer and business product/services development; financial analysis and business plan development; conducting/facilitating group meetings and public presentation.

Conservation Programs Specialist (92165)-experience required: 5+ yrs energy conservation program, development and implementation; new product/services development; public presentations; skill required in energy auditing, statistical and energy management PC software.

Strong oral/written communication skills and a College Degree/equivalent in background/experience will be required for any of these key marketing positions. Please submit your resume, including salary history, identifying the position your background/skills/interest best match by November 16, 1992:

Northwest Natural Gas
220 NW Second Avenue
Portland, Oregon 97209
Attn: HR; Employment

TCI Cablevision Of Oregon, Inc., an Equal Opportunity Employer, currently has a full time opening for the following position:

Administrative

Assistant

Drug Test Required Of Final Applicant

Qualifications: High school diploma or equivalent, 1-2 yr's experience as a secretary, ability to use standard office equipment, including computer input & output devices, ability to communicate effectively both orally & in writing, ability to organize, plan & perform assigned duties with minimal supervision.

Applications Accepted Until: November 11, 1992

Interested parties may submit applications/resumes by mail to:

TCI Cablevision Of Oregon, INC.

3500 SW Bond Street
Portland OR 97201

Attn: Mike Hallock

Microcomputer Network Support

position UO Budget Office. Duties include maintaining complex Novell LAN, assuring compatible hardware/software, providing basic machine maintenance, coord needs of system users, training and procedure manuals. Exp with DOS based PC's and networks required. Exp with Novell network software preferred. Classified position #0010878; User Support Analyst I. Applications due by November 12, 1992. For application information contact UO Human Resources Office, Eugene, OR 97403. EO/AA Institution Committed To Cultural Diversity

Job Announcement

Municipal Programming Assistant

Must possess a working knowledge of audio and video equipment. Able to shoot and edit assigned programs to completion. Able to facilitate mobile van productions. Must possess good communication skills and be able to work with a diverse public. Must have valid Oregon drivers license. Contact Christine Martin at 288-1515 between 9am-5pm for application materials. PCA is an EEO/Affirmative Action Employer. Completed applications are due by 5pm, 11/16/92.

Vancouver Housing Authority

Request For Proposals

The VHA is soliciting proposals from qualified property management firms for the management of Willow Creek Apartments, 148 units of existing multifamily housing located at 8500 NE Hazel Dell Ave.

The request for proposal documents are available from the administrative office, 500 Omaha Way, Vancouver, WA. 98661. Completed proposals shall be received in the administrative office no later than 5:00 p.m. on Monday, November 9, 1992.

Shift Worker

Portland House of Umoja, Inc. Scope of Position

The shift worker is responsible for working directly with residents of the House of Umoja to develop and maintain a positive, Afro-centered family environment. The Shift Worker is responsible for providing structured supervision and appropriate activities for all children in care.

Specific Responsibilities

- Provide structured supervision to support residents' regular school attendance; completion of homework; participation in recreation/cultural activities; and participation in household chores
- Work with individual residents to provide support and direction
- Maintain written records of shift activities and resident progress as directed by supervisor
- Assure health and safety of residents through appropriate supervision of medication and personal hygiene.
- Other duties as required

Qualifications

- Demonstrated ability to work effectively with gang-involved youth and the Afro-American community
- Demonstrated ability to provide supervision and direction to adolescents
- Demonstrated ability to maintain written case and activity records
- Police Security Check will be utilized
- Posses valid Oregon Drivers License

Send Resume/Cover letter

Portland House of Umoja, Inc.
P.O. Box 11053

Portland, Oregon 97211

No phone calls please

Equal Opportunity Employer

Warehouseperson

Paragon Cable is currently recruiting 2 full-time Warehouse persons. If you have a high school diploma or equivalent, six months experience, and are able to lift 60 lbs, this is an opportunity you shouldn't pass up. As Warehouseperson, your duties would include: filling material requisitions, documenting incoming material and equipment, distributing incoming materials to user departments, preparing and recording all outgoing shipments. Working hours may vary. If this interests you, please stop by Paragon Cable at 3075 N.E. Sandy Blvd., Portland, between 8am and 5pm to complete an application. We offer a comprehensive benefits package, which includes FREE cable TV. We are an Equal Opportunity employer

Break Assistant/

Special Education

(Multihandicapped Program)
3 3/4 hours day/5 days week -
Application Deadline: 5:00 pm,
11/10/92

Salary: \$7.21/hr
MESD applications available M-F, 8-5, or send self-addressed stamped legal envelop, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place