

CLASSIFIEDS

Position Title:
Facility Security Agent
Class No. 808894-OCC
Facility:
Department of Special Services
Status: 1 Full-time Position
Salary: \$8.73/Hr.

The MetroERC is recruiting for one full-time Facility Security Agent to perform the following essential job duties: complete written incident reports; provide emergency medical assistance when necessary; act as a resource person in providing information to facility patrons; arrest, detain and cause to be held for law enforcement agencies, persons who violate local, State and Federal laws within the OCC facility; aid in the follow-through of the prosecution of persons being arrested or held in the OCC facility. Does other duties as assigned. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west, Columbia Blvd. on the north; Banfield Freeway on the south; and N.E. 42nd on the east. This position closes on December 30, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Wednesday, December 30, 1992. Applications and supplemental requirements can be picked up at:

- Metro**
MetroERC and Oregon Convention Center Administration Offices
 - The Urban League**
The N.E. Workforce Center
 - Metro**
2000 S.W. First Ave
Portland, OR
 - Oregon Convention Center**
777 NE Martin Luther King, Jr
Portland, OR
- Resumes will not be accepted
AA/EEO Employer

METRO

Position Title:
Utility Worker I Class
No. 80-88-69-OCC
Facility: Oregon Convention Center
Status: Full-time
Salary: \$8.15/Hr.

The MetroERC is recruiting to hire a Utility Worker I at the Oregon Convention Center for the Operations Department. Essential duties will include, but not be limited to, cleaning of: restrooms, event areas, floors, offices, escalators, roof windows. An employee in this position will be expected to lift and carry up to 50 lbs; will be required to stand, bend, walk, climb stairs and reach. Applications are available to employees and to residents of the First Opportunity Target Area. The boundaries of the Target Area are the Banfield Freeway on the south, N.E. 42nd on the east, N. Chautauqua including Columbia Villa on the west and N. Columbia. Application materials must be received, or postmarked no later than 5:00 p.m., Wednesday, December 30, 1992. Application materials can be picked up at:

- The Metro**
MetroERC and Oregon Convention Center Administration Offices
 - The Urban League**
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METRO

Wanted

New company now interviewing for two full time positions to be served in production area. Seeking patient people who are comfortable with using their hands in a manufacturing process. Call 245-1484 and talk to Grant or Wyatt for details

Accounting Manager
\$3054 - \$4301 monthly
(Salary range effective 1/1/93)

The Oregon Department of Transportation seeks team member for Accounting manager position in Salem. This position entails a challenging variety of administrative, technical and communication responsibilities. Successful applicants must have six years of experience in supervision or staff-technical or professional-level work related to accounting or finance. This experience must have included at least two years of supervision and management of a program, section or unit. A Bachelor's degree or courses in Business Administration, Public Administration, Accounting or Finance may be substituted for up to three years of required experience. To apply, contact ODOT Personnel at (503) 378-6281 (TDD-373-7727) for an application packet. Application materials must be received in ODOT Personnel by 5:00 p.m., January 4, 1993. ODOT is an equal opportunity/affirmative action employer committed to cultural diversity.

Printing

Forms Designer

Nike, Inc. has an immediate opening in their Office Services Department for an entry-level Forms Designer to perform the concept, design, development testing, implementation and evaluations of new forms and the revision and/or consolidation of existing forms in print and electronic medium; other responsibilities include determining methods, schedules, and related cost for projects; customer service; recommendations to Forms Supervisor for improvements in operations; and procedures as well as other related forms design function. Qualified applicants must have at least 4 years' experience in business forms design; computer system operations and elementary forms analysis experience desired; must be detail oriented; flexible; able to prioritize heavy work load; have excellent communications skills (written and verbal) and be able to effectively interact with all levels.

Please forward your resume to:

- Nike, Inc.
Attn: ORFOD
3700 SW Murray Blvd.
Beaverton, OR 97005
- Nike, Inc. is committed to Equal Opportunity Employment



Sewer

Sample Sewer

Nike has an immediate need for a Sample Sewer in the Apparel Technical Services Area. Applicants should have experience in sewing prototypes, revision, and duplicate apparel styles. Ability to construct complete garments from cut parts using pattern notations and preliminary specifications. Must be able to read and understand the English language, and have a strong understanding of sewing.

Nike offers a competitive benefits package. If qualified, please send your resume to:

- Nike Employment Center
Attn: Sample Sewer ORAT
1 Bowerman Drive
Beaverton, OR 97005
- Equal Opportunity Employer



Gymnastics

Multnomah Athletic Club
is currently seeking a girls gymnastics instructor. Position does require previous gymnastics teaching exper. with students 5-15 yrs old, working knowledge & appreciation of gymnastics progressions on all Olympic events. able to hand spot 50-100 lbs & be willing to attend in service workshops & teaching enhancement seminars. Call 223-8748 for an appt. Equal Opportunity Employer

Data Processing

System Specialist

Nike has an excellent opportunity for individuals with a knack for Macintosh computers and an understanding of design. This position will provide hardware and software support for Product Graphic Design systems and users to include the development, maintenance and enhancement of all computer applications utilized in the graphic design process.

Candidates must have 3 to 5 years' Macintosh computer programming or application development with an emphasis in LAN administration; Bachelor's in Business, computer science, or an additional 2 years' experience to include 2-D and 3-D modeling software, Photoshop, Quark XPress, Illustrator and/or Free-hand.

- For immediate consideration, please forward your resume to:
Nike, Inc.
- Human Resources
ORDS
1 Bowerman Drive
Beaverton, OR 97005
- Equal Opportunity Employer



Manager

Principal Executive/ Manager G

Division Administrators
\$3979-\$5597/month

The Oregon Department of Environmental Quality is seeking qualified individuals for challenging, executive service positions reporting to the Agency Director. There are currently two vacancies: Laboratory Division Administrator and SW Region Division Administrator. These positions serve, in Portland, as members of the executive management team of the Department, formulating and implementing issues; and managing, through mid-level managers, the operations of their divisions.

The State of Oregon provides Executive Service employees liberal benefits including family health and dental insurance; disability and life insurance; retirement program and paid holiday, vacation and sick leave.

You must have five years of management experience in a public or private organization; graduate level courses in management may be substituted for one year of the experience. Preference will be given to applicants with knowledge of environmental issues. Call the DEQ job recording (503) 229-5785 to request an announcement and application. Equal Opportunity Employer

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

Construction Supervisor Upgrade
Drug Test Required Of Final Applicant

Qualifications: High school diploma or equivalent, knowledge of construction, electrical codes & safety precautions, OSHA and related state & local codes. Must have CPR certification, possess valid driver's license & satisfactory driving record, able to lift & carry 70 lbs, able to read & utilize system maps & plans. 2-3 yrs cable construction experience and prior upgrade supervision desirable.

- Applications Accepted Until: 12/31/92
- Interested parties may submit applications/resumes by mail to:
- TCI Cablevision Of Oregon, INC.**
3500 SW Bond Street
Portland, OR 97201
Attn: Bill Tierney

Multnomah County

Fiscal Assistant; \$8.64 per hour; apply by January 8.
Survey Specialist; \$16.41 per hour; apply by January 15.
For 24 hour job information, call 248-5035 or visit Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, Portland, during business hours.
Equal Opportunity Employer

Human Resources

Personnel Representative Trainee

SAFECO Insurance Company, a FORTUNE 300 company with our Oregon branch located in Lake Oswego, is looking for someone to assist with the Personnel functions. We presently have 290 employees and expect this to grow at a rapid pace in the years to come.

We are a full service, "generalist" type of Personnel department that is responsible for everything from recruiting to benefits administration to retirement counseling.

- Requirements:**
- Four year college degree with respectable GPA
- Two plus years of professional level work experience, with some degree of supervisory experience a must.
- Future, not immediate, relocatability out of Oregon required.

- Responsibilities:**
- Recruiting and interviewing to fill job openings.
- Management and employee training.
- Salary and benefits administration.
- Being responsible for employee welfare and being an "advocate" for them.

To top off this outstanding job opportunity, we also offer a benefits package that is second to none. Included are; profit sharing cash bonus and retirement plans, a guaranteed retirement plan, a savings plan with company money contributed, major medical and dental and more.

- If this sounds like something you have been waiting for, please send your resume with salary requirements to:
- Attn: Personnel
SAFECO Insurance Company
4101 SW Kruse Way
Lake Oswego, OR 97035
Attn: Mark Zeiger
- Equal Opportunity Employer

Secretarial

Receptionist

Portland Orthopedic, Clinic, PC, a specialty clinic with four location in the metropolitan area, is recruiting for a Receptionist with the following skills and exper.

- High School Graduate
- Ability to type a minimum of 30-40 wpm required. Computer knowledge and demonstrated experience preferred.
- Strong writing and spelling skills, alphabetizing, and excellent telephone skills required.
- Demonstrated ability to work, well with others in a team setting.
- Strong customer service skills, and a knowledge of health insurance programs required.
- Previous experience in a medical setting preferred.

POC offers an excellent benefits package and the opportunity to work in a dynamic team environment. Please send resumes with salary requirements in reference to position #001 to:

- Portland Orthopedic Clinic, PC
3025 N. Vancouver Avenue
Portland, Oregon 97227-1598
Attention: Peggy Henderson
No phone calls, Please
Equal Opportunity Employer

Journalist Wanted

Just Out, Oregon's lesbian and gay newsmagazine, is seeking a journalist to cover local and regional news. Investigative reporting skills a must. Applicants must have a highly-developed awareness of diversity, must be able to meet deadlines, interact professionally with people, be assertive, have a working knowledge of AP style, and be experienced with Macintosh computers.

Applicants must be able to demonstrate these skills. Gays and lesbians of color are especially encouraged to apply. This position is part-time, 10-20 hours per week. Pay commensurate with experience. Send resume and several writing samples by Jan. 5, 1993, to: Ariel Waterwoman, Just Out, PO Box 15117, Portland, OR 97215.

No phone calls.

City Of Portland

Administrative Specialist - to \$12.79/hr at top of range

Instrument Technician - to \$18.88/hr after 1 year

Sr Communications Engineer (Electronics) to \$4, 787/month at top of range

Sr Communications Engineer (Telecommunications Mgr) to \$4, 787/month at top of range

For more info/closing dates call

(503) 823-4573 (24 hr job information)

No resumes please.

Bureau Of Personnel

1220 S.W. 5th Ave., First Fl.

Portland, OR 97204

Apps also available at:

Urban League

10 N Russell Minorities, females and disabled encouraged to apply.

Data Processing

Senior Programmer/Analyst

Blue Cross and Blue Shield of Oregon is currently seeking Senior Programming Analysts for large scale systems development.

Successful candidates will have strong communication, interpersonal and user skills. Positions require 4+ yrs experience in performing systems analysis and design, coding, testing and implementation assignments. Required technical skills should include COBOL, OS/JCL, and TSO/ISPF experience in VSAM and EZ+ is desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #068 at the top of your resume or in your cover letter. Send resume to:

Blue Cross

Blue Shield

of Oregon

Human Resources Dept., 3rd flr

100 S.W. Market

Portland, OR 97201

TDD# 225-6780

Equal Opportunity Employer

Hospital

Sterile Processing Tech

Douglas Community Hospital, a 118 bed acute care, Health Trust Facility located in Roseburg, Oregon is currently accepting resumes for: Sterile Processing Tech. Responsibilities include but are not limited to: Assembling and wrapping medical instruments and trays. Cleaning and checking instruments, conducting biological monitoring on CS and OR autoclaves, maintenance of records. Requires: High School diploma or equivalent; one year experience in sterile processing preferred, comprehensive knowledge of general sterile processing technique preferred.

- Apply: Human Resources
738 W. Harvard Blvd.
Roseburg, OR 97470
(503) 440-2816
- Equal Opportunity Affirmative Action M/F
American Disabilities Act Employer

Patternmaker

Established Pacific Northwest firm seeking skilled first through production patternmaker for their women's sportswear division. Qualified candidates must have a min. of 5 yrs experience in better sportswear - jacket category - with strong flatpattern and draping skills. Tailoring background and grading knowledge a plus. Detail orientation, interpersonal skills and CAD knowledge will complete a perfect addition to our design team. Send resume with salary requirements to Personnel Dept.

- Pendleton Woolen Mills
PO Box 3030
Portland, OR 97208-3030

5 Home Economists

Oregon State University Extension, Multnomah County, Portland, Oregon is seeking 5 home economists to work with a cross section of low income families including minority and language groups: African-American, Hispanic-Latino, Russian-Romanian, and Vietnamese. Will develop a comprehensive food and nutrition educational program. Requires bachelor's degree with emphasis in home economics. Contact Agricultural Personnel Office, OSU, Ballard Extension Hall 106, Corvallis, OR 97331-3613 (503-737-3991) for position announcement and application procedures. Application deadline is January 4, 1993. OSU is an AA/EEO employer and is responsive to the needs of dual career couples.

Inventory Control Specialist

needed for local manufacturer. Two years planning/scheduling experience desirable, APICS training with two-year college degree preferred. Responsibilities include coordinating on-time production by controlling the issuance of raw materials to work centers, accounting for material costs, and generating inventory reports. Apply M-F between 1 and 5 P.M. at 3580 N.E. Broadway, Portland, OR 97232 and/or send resume to the attention of the Human Resources Department. Equal Opportunity Employer.

For best results
ADVERTISE IN THE OBSERVER