

Careers & CLASSIFIEDS

Production Coordinator - Upholstery

Oregon Department of Corrections

This position provides direct supervision of inmate upholstery workers in large institution furniture operation. Responsibilities include production planning, coordinating work flow, maintaining inventory, and ensuring safe and secure work place. **To qualify:** you must have three years of journey-level experience in upholstery work furniture production plus one year coordinating the production of finished goods. **Salary range:** \$2,189 - 3,062 monthly. Liberal benefits. Obtain job announcement and state of Oregon application from any Employment Division Office or State Agency Personnel Office. Submit application by December 9th. For information contact Dept. of Corrections at (503) 945-9010. EEO/ADA Employer.

Customer Service



PARAGON CABLE

Part Time Customer Service Reps

- Earn Extra \$\$\$
 - Health Benefits
 - 401(K) Savings Plan
 - Complimentary Cable TV
 - Flexible Schedules
 - Basic Skills Test Required
- Great opportunity available for anyone who is seeking employment with a flexible schedule. We are actively recruiting for Part-Time Customer Service Representatives. If you have a high school diploma or equivalent, demonstrated ability to use 10-key adding machine and computer keyboard, and want to learn more about the cable industry, don't miss out on this opportunity. A basic skills test and pre-employment drug test is required. Please apply at 3075 N.E. Sandy Blvd., Portland.

We are an Equal Opportunity Employer

Customer Service



PARAGON CABLE

On-Call Customer Service Reps

Are you looking for a way to earn extra cash? Paragon Cable is recruiting for On-Call Customer Service Representatives to provide customers with quality service for pay-per-view events. We are looking for candidates with the following knowledge/skills: High school diploma or equivalent. Demonstrated ability to handle high volume telephone calls, perform required tasks under pressure, use a 10-key adding machine and computer keyboard. Excellent verbal communication skills required. Ability to learn and apply company procedures for receiving and distributing information. Must be able to work evening and weekend shifts. A basic skills test and pre-employment drug test is required. Please apply at 3075 N.E. Sandy Blvd., Portland.

Equal Oppty/ADA Employer

Mental Health

Part-time, temporary Skills Trainers (QMHA's) needed to work with clients to improve social functioning within a prescribed treatment plan. Requires personal transportation allowing for transport of clients & driving record meeting agency standards. Salary is \$8.00 per hour; no agency benefits provided. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. We value diversity. Positions open until filled.

Vocational Rehabilitation Counselor

\$1789 - \$2372 + Benefits

The State of Oregon Vocational Rehabilitation Division is recruiting for Vocational Rehabilitation Counselors statewide. Current vacancies in our Astoria and Springfield offices. Employees in these positions provide a full range of vocational rehabilitation services including evaluation, eligibility determination, determination of nature and scope of services need for employment and job placement. Contact local Employment Office to obtain announcement C6646, OC920252A and a state application. Apply now in order to be considered for these positions. VRD is an AA/EEO Employer which complies with the Rehab. Act of 1973 and ADA. Minorities, females and persons with disabilities are encouraged to apply.

Distribution Engineering Technician III

To process all types of electric and water distribution service requests for construction. Prepare cost estimates, economic analyses, project authorizations. Review and analyze actual cost data of completed projects.

Requires a minimum of five years in Electric Operations or a total of eight years of equivalent utility experience in design tasks and customer contact relating to electric distribution systems. Associates degree in an Engineering discipline, journey level in electric trade or equivalent education or training, or satisfactory completion of approved ICS Electric Distribution Technician Course. Valid driver's license and Red Cross First Aid Card required. This is a non-exempt position \$1,377.60 - \$1,781.60 Bi-Weekly.

For information and application packet contact, Eugene Water & Electric Board, 500 E. 4th Avenue, PO Box 10148, Eugene OR 97440 or (530) 484-3769. Attn: Human Resources. Application process closes January 13, 1995 5:00 p.m. EWEB values diversity in its work force and is an equal opportunity employer.

Portland Public Schools Secretary/Sales Assistant

KBPS-AM/FM Radio Station (Part Time)

Will handle all aspects of inside sales and marketing in relation to program underwriting. Heavy contact with active and prospective clients via telephone and mail. Schedules appointments for sales representative to visit clients, maintains prospect and client computer database, assists in the preparation of reports for station manager and KBPS Foundation. Successful candidate will have exceptional organizational skills, be a high school graduate with two (2) years of sales or sales assistance experience, type a minimum of 40 wpm, have working knowledge of DOS/Windows based word processing, spreadsheet, and database software, and possess excellent telephone and written communications skills. Apply to Portland Public Schools, Personnel Department, 501 N. Dixon Street. Women and minorities are encouraged to apply. School District No. 1 and KBPS-AM/FM are affirmative action equal opportunity employer.

Criminal Justice Employment Opportunities

Corrections, Investigations, Law Enforcement Courts, Security, Probation, Parole, etc. For Info: Professional Network Association, Box 190968, Boston, MA 02119.

Broadcast Master Control Operator

Candidate will be flexible, cheerful and have the ability to make correct decisions in a fast paced, high stress environment, GVG 1610, Beta, 1", and Odetics TCS-90. Minimum requirements are a high school diploma or GED, an FCC operator's permit and 1 to 2 years broadcast operations background. 2 or 4 year technical training and SBE certification preferred. 40 hr/week requires work on week-ends and holidays. Salary commensurate with experience. Open shift is overnight 11pm - 9am 4 days per week. Obtain the required employment application by calling 503-239-4949. Interested persons should submit resume and application in person or by mail no later than 11/28/94 to:

KPDX FOX 49

910 NE Martin Luther King, Jr. Blvd. Portland, OR 97232 We are an equal opportunity employer.

Asst. Business Manager

Immediate opening for a sharp, organized individual who can thrive in a high pressure, fast-paced environment. Oversee payroll and assist in the preparation and analysis of financial statements, forecasts and budgets. Macola, Lotus, Enterprise, ADP experience helpful. Broadcast experience a plus. Competitive salary. Excellent benefits. Growth potential. Obtain the required employment application by calling 503-239-4949. Interested persons should submit resume and application in person or by mail no later than 11/28/94 to:

KPDX FOX 49

910 NE Martin Luther King, Jr. Blvd. Portland, OR 97232 We are an equal opportunity employer.

Administrative Assistant

Administrative Assistant for a two year project serving older youth in transition, in a non-profit social services agency. Requires two years prior administrative assistant experience. Must type 60 wpm, and possess strong computer skills (WP 5.1). Strong writing, editing, communication skills. Must be able to organize independently and have self initiative. Preference given for prior experience working in a culturally diverse, social services setting. Flexible schedule, with an occasional evening work. Hourly wage \$5.96 to \$8.94, depending upon experience. Position is from 10 to 18.75 hours weekly, depending upon budget. Pick up application at 018 S.W. Boundary Court, Portland, Oregon 97201, or call 222-9661, ext. 131. Application deadline December 5, 1994. Equal opportunity employer.

Physical Therapy Assistant

Fairview Training Center, Salem, Oregon. Must be eligible for Oregon license or temporary permit. Employment subject to satisfactory completion of drug screening test. Contact Fairview Personnel (503) 378-5241. EOE/AA.

Occupational Therapy Assistant

Fairview Training Center, Salem, Oregon. Must be eligible for Oregon license or temporary permit. Employment subject to satisfactory completion of drug screening test. Contact Fairview Personnel (503) 378-5241. EOE/AA.

Asst. Director

Non-Profit Org. exp in grant wrting, fundraising, pub. spkng, comm. dev. Mgmt. skills req. Send resume & cover letter with sal expect. to PO Box 11527, PDX, or 97211 by 7/22.

Production

Quality Jobs... Quality People

- Big Rewards
- Temp to full time
- Long-term night work
- Large international firm

Walk in applicants welcome.

1 - 4 p.m., Monday - Friday
1020 SW Taylor, #230

CALL 1-800-90KELLY

KELLY Temporary Services

(Equal Opportunity Employer)



Multnomah County Is Hiring!

Call our job recording at 248-5035 (248-5170 TTY) weekly for current vacancies. We actively support a culturally diverse and multilingual workforce. Equal Opportunity Employer.

Washington County Building Inspector I/II

Level I - \$2,465 - \$2,996 per month
Level II - \$2,858 - \$3,474 per month
Apply by December 5, 1994

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to: Washington County Personnel 155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124 Women, minorities, and people with disabilities are encouraged to apply.

Elementary School Principal

Grades K-5. Sherwood School District located in Oregon. Salary \$55,000 - \$60,575. Begin July 1 and application contact: Sherwood School District Blvd., Sherwood, OR 97140, 503-625-8100. Apply by January 31, 1995. EOE.

Dual Diagnosis Therapist

Working with CMI/Corrections clients with A/D problems. Masters degree in human services. Must have or be willing to obtain CAD/C certification. Full-Time. Send resume by 12/6/94 to Alice Bergman, CCMH, 6329 N.E. M.L. King Jr. Blvd., Portland, OR 97211.

ADVERTISE IN The Portland Observer

call (503) 288-0033

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ConCorde CAREER INSTITUTE

1827 NE 44th Ave • Portland, OR 97213
Portland 503-281-4181 Vancouver 206-750-7969

Job Opportunity

City of Portland

Program Manager II - Business Specialty

Approximate Monthly Salary: \$3,446 at entry to \$4,404

This is program management work to increase the participation of MBE, FBE and ESB's in Capital Improvement Plan work contracted by the Bureau of Environmental Services. Duties include providing assistance to MBE, FBE and ESB contractors; develop methods to identify qualified contractors for bureau staff; determine actions to be taken for compliance purposes and provides supervision, guidance and direction of the bureau's Youth Employment Program. Tentative closing date: Friday, November 25, 1994.

Building Plan Examiner II

Approximate Hourly Salary: \$17.19 at entry to \$18.67 after six months

Building Plan Examiners review building permit applications and a full range of building plans, plot plans and specifications for the erection or alteration of commercial and complex residential structures to ensure compliance with housing and building laws, ordinances and codes. Applications taken on an open continuous basis. Can close any time.

Senior Engineer

Monthly wage: \$4,020 to \$5,138

Senior Engineers are responsible for applying intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Tentative closing date: Monday, December 12, 1994.

Architect/Associate Architect

Approximate Monthly Salary: \$2,777, Associate Architect and \$3,373 Architect

Architects and Associate Architects perform professional work developing and administering architectural projects and participate in a community consensus process to assess public needs. Architects design, and supervise the preparation of master plans, specifications and landscape and administer design and construction contracts with contractors, consultants and City bureaus. Tentative closing date: Monday, December 5, 1994.

Apply at City Hall, Room 100,
1220 SW 5th Ave. Portland, OR 97204.

Applications also available at local TPIC branch offices,
NE Workforce Center and Urban League.

Job information call: (503) 823-4352 and TDD (503) 823-3520
The City of Portland is an AA/EEO employer.

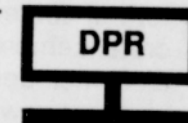
PC SUPPORT SPECIALIST

DPR is currently seeking qualified PC Support Specialists who are experienced with all or most of the following software:

- MS WINDOWS
- MS EXCEL
- MS FOXPRO
- MS WORD
- MS ACCESS
- MS LAN MANAGER

DPR is an equal opportunity employer and we offer excellent salary, paid Medical/Dental coverage, holiday & vacation. For consideration, mail or fax resume & salary history to:

DATA PROCESSING RESOURCES, INC.
707 SW Washington Street, Suite 1501
Portland, Oregon 97205
Attn: Terry Dixon
Phone: 790-9018 Fax: 790-0643



Career Opportunities

Port of Portland

Supervisor, Security Operations
Marine/Terminal Security

Closing Date: December 2, 1994

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 5p.m. on the closing date.

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

Advertisement For Bids

Sealed bids for Harrison Hall Building Project will be received at Portland State University, 617 SW Montgomery, Portland, Oregon, until 3:00 p.m., PST, December 21, 1994. Additional information is available from Soderstrom Architects (503) 228-5617.

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