

Careers & CLASSIFIEDS

Field Representative 1

Oregon Lottery is accepting applications for both permanent and temporary Field Representative 1 positions. Salary \$1,965 - \$2,488 Monthly. Duties include maintaining, servicing, accepting, and enrolling Lottery equipment in retail outlets in an assigned area of the state, and/or at the warehouse location in Salem. To qualify you must have one year electronic experience which included digital electronics or one year of equivalent training. Requires a valid Oregon driver's license, ability to lift 60 pounds and move 300 pounds on a continuous basis, frequent exposure to tobacco smoke, occasional exposure to loud music and belligerent language, ability to work in confined areas, and to climb a ladder, ability to work overtime as needed, and involves exposure to heights. Experience and training will be reviewed for qualifications. Qualified applicants will be given a multiple choice test covering basic principles of electronics and customer service. Submit a State of Oregon Application Form (PD100), or Oregon Lottery Application form to: Personnel Officer, Oregon State Lottery, PO Box 12649, Salem, Oregon 97309. State of Oregon Application Forms can be obtained from a local Oregon Employment Division Office or most state agency personnel offices. Oregon Lottery applications can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. On your application in the "Job Applied For" box indicate whether you are applying for temporary and/or permanent positions, and the city and/or county in which you are willing to work. For field positions, you must live within 30 miles of the assigned area. Prospective employees are subject to a background check which includes driving record, and any affiliations with the gaming industry. Women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process, call (503) 373-0306 or TTY (503) 373-0333.

Program Technician 1

Special Projects Coordinator
\$2,262 - \$3,010

The Oregon Public Utility Commission, in Salem, is recruiting for an individual to provide technical support by managing high level division, program, and agency-wide special projects requested by the Legislature, Commissioners, and staff to improve internal operations and customer service. This individual also coordinates the development of laws and policies, advises on the parameters of pertinent laws, and writes and interprets administrative rules. To qualify, you must have three years of experience administering or coordinating parts or subsets of a project or program. A Bachelor's degree in Business Administration, Management, Public Administration, or a field directly related to the position will substitute for two years of the required experience. Applications accepted only until January 12, 1995. Requires completion of Oregon Employment Application and answers to examination questions included in recruitment announcement. For complete announcement/application materials, call (503) 373-7949, or write Public Utility Commission, Personnel Services, 550 Capitol Street NE, Salem OR 97310-0335. Equal opportunity employer.

Field Representative 2

Oregon Lottery is accepting applications for Field Representative 2 positions in the Portland, Salem, and Eugene areas. There are three current vacancies. Duties include maintaining, servicing, accepting, and enrolling Lottery equipment in retail outlets in an assigned area of the state, and/or at the warehouse location in Salem. The persons in these positions must live within 30 miles of the assigned area. The Field Representative 2 markets the Lottery product line outlets. A valid Oregon driver's license is required, involves occasional night driving, driving long distances, overnight travel, and ladder climbing. To qualify you must have two years of experience in sales, marketing, and/or service repair. A college degree in Communications, Public Relations, Marketing, Electronics, or closely related field may substitute for one year of the required experience. To apply submit a State of Oregon Application Form (PD100) or Oregon Lottery Application indicating the area in which you are interested, and answer the following question on a separate sheet of paper. Describe your experience in sales, marketing, and/or service repair including your level of responsibility, and size of customer base. Did your experience include territory or route management? Explain. Application forms can be obtained at local Oregon Employment Division Office or most state agency personnel offices. Oregon Lottery applications can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. Send completed application materials to Personnel Officer, Oregon Lottery, PO Box 12649, Salem, Oregon 97309. Application materials must be received in the Lottery office by **January 3, 1995**. Prospective employees are subject to a background check which includes criminal history, fingerprinting, credit history, private financial and tax records, driving record, and any affiliations with the gaming industry. Women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process, call (503) 373-0306 or TTY (503) 373-0333.

Receptionist

Receptionist for private, non-profit social services agency. Minimally requires 1 year prior receptionist experience, excellent communication and phone screening skills. Ability to work in a multicultural environment. Salary \$11,690 - \$16,419 depending upon experience. Full time position, excellent benefit package. Pick up applications at 018 S.W. Boundary Court, Portland, Oregon 97201, or call 503-222-9661, extension 167, for application to be mailed to you. Submit application by January 6, 1995. Equal Opportunity Employer. We value diversity.

On-Air Host

Dynamic, growing company seeks local morning show host for syndicated program. Must be bright, self-motivated, 3-5 yrs exp. Tape and R to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. No phone calls. EOE

Minority Convention Sales & Marketing

Individual with strong sales background to assist with Portland Minority Convention Marketing efforts. Send before Jan. 21, 1995:
Roy Jay
Oregon Convention and Visitor Services
9045 SW Barbur Blvd. - Suite 3
Portland, OR 97219-4094

Cashiers


PARAGON CABLE
PART TIME PAYMENT TELLERS!!!

- Earn Extra \$\$\$
- Health Benefits
- 401(K) Savings Plan
- Complimentary Cable TV

We are actively recruiting for Part-Time Payment Tellers. If you have a high school diploma or equivalent, one year retail and cash handling experience, excellent communication skills, demonstrated ability to use 10-key adding machine and a computer keyboard, don't miss out on this opportunity. Conflict resolution and direct customer service skills are preferred. Bilingual, Spanish speaking skills a plus! Working hours vary, 20-29 hours per week. Must be able to work evening and weekend shifts. Pre-Employment drug test is required. Apply in person at 3075 N.E. Sandy Blvd., Portland.

We are proud to be an Equal Opportunity/ADA Employer

Cable TV


PARAGON CABLE
Engineering Supervisor

Required Experience and Education:

- Degree desirable
- 3 years in cable TV headends
- Knowledge of all technical aspects of cable TV and addressable systems
- Knowledge and experience in data transportation, data equipment, and all technical test equipment
- Large system experience with active 2-way plant

Responsibilities Include:

- Direct Headend and Addressable departments
- Manage I-Net system
- Assure compliance with FCC and KBLCOM standards
- Provide technical knowledge to Senior Management and other departments

We offer a competitive salary and comprehensive benefits, a pre-employment drug test is required. Please apply in person or by sending a resume to:

Human Resources
3075 NE Sandy Blvd,
Portland, OR 97232

We are proud to be an Equal Opportunity/ADA Employer

Groundskeeper

Full-time w/benefits. Local private school, 50 acres, diverse landscapes. Requires horticulture/landscaping background, ODL, OR pesticide license. Send resume to Plant Mgr, 8825 SW Barnes Rd., Portland 97225 by 12/31/94.

Teacher

Physical Education
(Grades 7-10), part-time, female, exper, enthusiastic. Begin Feb. 1st. Team teaching environment. Possible coaching opportunities. Send resume by January 15, 1994: Head of P.E. Dept., 8825 SW Barnes Road, Portland 97225. EOE

Oregon State University

Carpenter, Facilities Services. Experience and a skilled carpenter or completion of a 4 year apprenticeship required. Responsible for maintenance, preservation, and remodel construction. \$2261/monthly. Contact OSU department of Human Resources, 14th & Jefferson, Corvallis, OR 97331-2131, (503) 737-3103, TDD (503) 737-3088, for application materials. All application materials must be received by closing date of December 30, 1994.

Hotline Operator

Oregon Lottery is accepting applications for Hotline Operator \$1,790 - \$2,262 monthly. This recruitment will be used to fill permanent and temporary positions, graveyard and swing shifts, for immediate and future openings. The Hotline Operator performs 800 number telephone activities which include a variety of technical, clerical, and customer service duties in response to Lottery retailers' needs. Requires long periods of reading a computer terminal; ability to work in an environment that includes noise and heat of many terminals and printers; use of headset for telephone; and occasional exposure to belligerent language. Qualified applicants will be given a multiple choice test on customer service. Submit a State of Oregon application form (PD100) or Oregon Lottery Employment Application to: Personnel Officer, Oregon State Lottery, PO Box 12649, Salem, Oregon 97309. Indicate on your application whether you are applying for temporary and/or permanent, graveyard and/or swing shift. State of Oregon application forms can be obtained from a local Oregon Employment Division Office or most state agency personnel offices. Oregon Lottery applications can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. Prospective employees are subject to a background check which includes criminal history, fingerprinting, credit history, private financial and tax records, driving record, and any affiliations with the gaming industry. Women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process, call (503) 373-0306 or TTY (503) 373-0333.

MEDICAL OFFICE ASSISTANT BE ONE

IN LESS TIME THAN YOU THINK!

TRAIN NOW! Be a part of a Professional Medical Team. Get marketable skills THE HEALTH CARE INDUSTRY NEEDS!

Medical Insurance Billing & Coding Transcriptions Medical Receptionists Office Administration Vital Signs

NEW CLASSES FORMING NOW, CALL TODAY!

ConCorde CAREER INSTITUTE

1827 NE 44th Ave • Portland, OR 97213

Portland 503-281-4181 Vancouver 206-750-7969

NEW CLASSES ALSO FORMING IN:

- Medical Assisting
- Limited Xray

FINANCIAL AID AVAILABLE FOR THOSE WHO QUALIFY. PLEASE CONTACT ASSISTANCE DAY (EVENING CLASSES AVAILABLE!)

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)

MAY THE SOURCE BE WITH YOU

Tap into THE SOURCE of useful government publications - the free CONSUMER INFORMATION CATALOG. Send your name and address to Consumer Information Center, Department Source, Pueblo, Colorado 81009.

Program Development Specialist Housing

\$30,032 - \$43,563

Unique opportunity! This position will be working in the Administrative section of the Housing Department of Portland Development Commission. Responsibilities will be to prepare contract documents, technical reports, letters, memoranda, grant applications. Prepares and monitors department and program budgets. This position coordinates planning and implementation of assigned projects/programs of limited scope. Required skills: Spreadsheet experience, Quattro Pro for Windows and added plus; WordPerfect for Windows; Strong interpersonal, problem solving, group facilitation and writing skills.

Bachelor degree or equivalent work experience as stated above in described responsibilities.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., December 30, 1994. If outside Portland metro area, you may call our job hot line, (503) 823-3463 to request a packet.

Portland Development Commission
1120 SW Fifth Avenue, #1100
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

Portland Radio Station Seeks Account Executive

Radio Station KEX has an immediate opening for an account executive. Sales experience a must, advertising sales preferred. Seeking goal oriented team player, with good organizational and communication skills.

No phone calls please. Send resume to:

Carol Swanson
Personnel Dept B
4949 SW Macadam Ave
Portland, OR 97201

KEX is owned and operated by Citicasters Co., which is an equal opportunity employer.

Join Our Team!



GOODWILL INDUSTRIES
We have opportunities for people with a steady work record, who can do heavy lifting.

Dock Workers
(job located at Milwaukie at Tacoma)

Site Donation Attendants
(assist donors at various trailer sites in metro area)

We have excellent benefits, incl. pd vac/sick lv/holidays, & medical/dental ins. Apply at: **Goodwill Industries, 1943 SE 6th, Portland (first entrance on Stephens off 6th, M-F, 7:30-3:30)**. Equal Opportunity Employer.

Engineer

Electrical Engineer

Tacoma City Light, Special Project Engineer position in the Light Engineering Instrumentation and Controls Group. The position is highly technical with responsibilities which include the work direction and development of the group, plus project management and design. Requires: Electrical Engineering degree from accredited college, minimum four years with a P.E. and electric utility experience in plant instrumentation and control systems of hydro and steam generating facilities. Send cover letter and resume to: City of Tacoma, Human Resources Dept., Room 1336, Tacoma Municipal Bldg, 747 Market st., Tacoma, WA 98402-3764. **Closes Friday, March 24, 1995**. Questions, call Louis Telles (206) 591-5434. Equal Opportunity Employer/ADA.

Advertise In The Portland Observer
Call 503-288-0033

Four Reasons To Start Your Degree At PCC

- ◆ Small Classes
- ◆ Excellent Instructors
- ◆ Low Tuition
- ◆ Convenient Times/Locations

Here's one more

- ◆ We care about your success!

Two-year PCC degree transfers easily to four-year colleges.

Call 244-6111

Winter Term starts Jan. 3, but register soon!

PCC: Your Opportunity Community

Portland Community College

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

DPR

FINANCIAL SERVICE AND LOAN \$ - FINANCIAL - HELP?

The A.F.M. Co. can arrange financing for most client in need of home equity, business, personal and also debt consolidation.

1-800-348-5565