

SECRETARY

secretary / wd processor

most - wd per hr \$

desirable - short hand

- skill/exp in taking notes

- max 20 hrs wk / flexible hrs/day
- 3 every week per mo.
- temping thru July.

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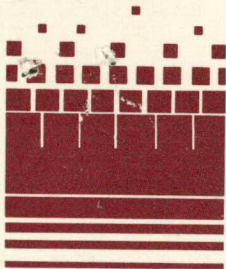
- Business Schools

- Temping Agencies

- Firms

- look in pers. file.

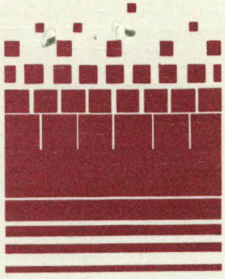




## ***Digital Word Processing***

Darlene J. Maddox

2878 S.E. Franklin  
Portland, OR 97202  
231-9725



**Digital Word  
Processing**

November 21, 1989

Bill Rapp, Administrator  
Multnomah County Charter Review Committee  
1120 S.W. 5th Avenue, Suite 1500  
Portland, OR 97204

Dear Mr. Rapp:

The Committee's recent Oregonian advertisement for a word processing secretary was of particular interest to me, even though I did not wish to secure full-time employment. The services I offer may be of benefit to you in the future if you need additional word processing support for your office's routine operation or are unable to meet a specific deadline and those needs do not justify hiring an additional employee.

I operate a business which specializes in providing backup, off-site word processing services. I currently use an IBM-compatible computer with WordPerfect and am adept at making use of WordPerfect's many advanced features. Prior to starting Digital Word Processing in 1983 I worked as a professional secretary in several environments, including law, insurance, real estate and financial planning. My typing skills are excellent (straight typing at 105+ wpm; statistical, 65+), and I also offer mini-, micro- and standard cassette transcription.

My clients have found my services to be much more cost effective than hiring a "temporary", and they especially appreciate the fact that my office hours are not limited to 8 am - 5 pm, Monday through Friday.

I hope I may be of service to you in the future.

Sincerely,

DIGITAL WORD PROCESSING

*Darlene Maddox*

Darlene J. Maddox

Enc.



## **DONNA H. TUCKER**

**5131 S.W. 38th Place, #48  
Portland, Oregon 97221  
(503) 244-8076**



### **EXPERIENCE**

#### **Sales**

- 1988 - Present      The Lutz Snyder Co., Realtors; Portland, OR  
Sales Associate/Independent Contractor. Includes listing/selling real property by telephoning, canvassing, mass mailings, cold-calling, and farming. Write newspaper ads and newsletters, and design fliers. On target for M\$ Club.
- 1988 - (P/T)      Bill Olinger Lincoln-Mercury; Portland, OR  
Finance and Insurance. Sale of extended warranty and life/health insurance. Completion of contracts, title transfer, loan application and all other paperwork relating to the purchase of a motor vehicle.
- 1981 - 1983      Mary Kay Cosmetics; Portland, OR  
Cosmetic Sales/Independent Contractor. Attended weekly training and workshops. Queen of Sales for two quarters.
- 1978 - 1981      Modern Energy Systems; Portland, OR  
Set up and attended sales booth for county fairs, Oregon State Fair, various energy conservation exhibits, and Portland Home and Garden Show. Performed various functions with a concentration on sales, public relations, personnel and office management.

#### **Office**

- 1983 - 1988      Portland Public Schools; Portland, OR  
Administrative Secretary for DOI/Cleveland Cluster. Set up new office and established office procedures. Coordinated staff/calendar; facilitated citizen/parent inquiries/complaints; administrative liaison to schools; composed/created correspondence, minutes, newsletters, charts and maps for proposals, presentations, and statistical reports; arranged workshops and citizen meetings; set up system for monitoring special budgets.
- 1981 - 1983      Secretary for Desegregation Monitoring Advisory Committee.  
Organized meetings for citizens' committee established to monitor multicultural/multiethnic education for the Portland Public Schools. Informal liaison between committee and district; composed minutes for distribution to Board of Education, district administrators, and participating community organizations. Documented history of the Comprehensive Desegregation Plan. Performed secretarial duties for department specialists.



1973 - 1977	Personnel Secretary. Conducted preliminary interviews of teacher and administrative applicants. Interpreted policies for district employees; composed and edited correspondence; shorthand transcription; trained temporary personnel; arranged out-of-town meetings and travel; scheduled interviews.
1980 - 1981	Rusco Engineering, Inc.; Portland, OR Secretary/Office Manager for field sales representative for security systems. Set up filing system; organized and followed up on leads; computed and typed quotations; extensive customer contact; other secretarial duties.
1972 - 1973	Applied Technology; Sunnyvale, CA; Secretary to VP of Marketing.
1970 - 1972	Watkins-Johnson Co.; Palo Alto, CA; Secretary - Applications Engineering (Sales).
1966 - 1969	Hewlett-Packard Company; Palo Alto, CA; Secretary - Contracts Administration/Programming/International Division.
1966	Touro Infirmary; New Orleans, LA; Secretary to Personnel Director.

### **EDUCATION**

- Graduated from North Salem High School; Salem, OR
- Received Real Estate License from Real Estate School of Oregon
- Attended Tom Hopkins, Roger Butcher, Barb Schwartz seminars
- Attended Lutz Snyder sales training and on-going classes
- Attended Women in Business seminar conducted by the SBA
- Classes in Wangwriter WP, Transactional Analysis, Sociology, Anthropology, Photography, Acrylic Painting, Art History

### **OFFICE SKILLS**

- Typing, Shorthand, Wordstar 5.0, Word Perfect 5.0, Wangwriter, and exposure to Multiplan and Lotus

### **INTERESTS**

- Extensive travel throughout U.S., Canada and Western Europe
- Gourmet cooking (have planned/catered business gatherings and functions for over 500 people)
- Enjoy the symphony, opera, sewing, aerobics, skiing

References furnished upon request.



9 mo. position

Secretary (Part time) ~~Temporary NTE 8/30/90~~. Word

Perfect competent, transcription, ~~skills~~, shorthand helpful

but not required. Hours flexible, two evening

meetings per month. ~~Send resume to Multnomah~~

County Charter Review Committee, Portland Building,

Room \_\_\_\_\_, 1120 ~~SW Fifth, Portland,~~

~~OR 9720~~, Phone 248-3525.

Also -

1. OR ST Eng Div -
2. Mt Hood Comm College -
3. Western Temps -
- ✓ 4. County
- ✓ 5. PSV.
6. Pro \_\_\_\_\_
7. NW Tempo

59.15  
5.60

1000  
548

64.75

Lee Westby

282-7508



1. Exp. taking mints 5
2. comfortable to do so 3
3. word perfect skills - used wordstar; jargon w. up.
4. shorthand ability - 5.
5. writing Ability
6. availability - every - 5.
7. Personality
8. transcription - skills 5

① Edith Wilson -  
DOE or clerk  
280-5767

Emilia Hartog -  
249-2000

8 - min.

will return call

## Secretary

- ~~1. Joanna Holliday - 285-3936~~
2. Carol Pointer 656-7569, vd per; very well grad
- ~~3. Jean Clark 658-2830~~
- ✓ 4. Donna Tuder - 244-8076 - called to; not call thurs
5. Diane Nelson - 775-9247
- ~~6. Martha Griffin - 775-9276 (Wed Dec 35 pm)~~
7. Elizabeth Lichey - 659-5874
- ✓ 8. Katy O'Blich - 236-8655

9. Angela Palmer

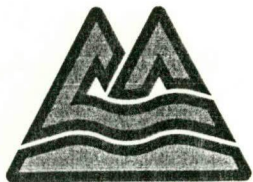
10. Tlesha Hamison

letters

Fr:ler, Nov. 17-

- 1 PM - Carol Pointer
- 1:30 - Donna Tuder
- 2:00 - ~~Joanna Holliday~~
- 2:30 - Katy O'Blich
- 3:00
- 3:30
- 4:00
- 4:30





# MULTNOMAH COUNTY OREGON

CHARTER REVIEW COMMITTEE

1120 SW 5th  
Suite 1500  
Portland, OR 97204

248-3525

To: Don Winkley, Employee Services (5015)  
Fr: Bill Rapp, Administrator  
Charter Review Committee  
Re: Secretarial position  
Dt: October 26, 1989

Per your request, I have outlined a general job description of the secretarial position with our Committee:

Position: Secretary

Salary: approximately \$6.75 per hour.

Place: The Portland Building

Hours: Approximatley 20 hours per week  
Flexible schedule  
Two hour evening meeting twice per month

Duration: Through July, 1990

Duties: Taking and transcribing minutes  
Typing correspondence etc.  
Some phone work  
General clerical

Skills: Skill in taking and transcribing minutes  
Shorthand ability  
Wordperfect competent  
General clerical skills  
Lively and pleasant demeanor

SHIRLEY WINTER

Charter Renew Hours worked

			<u>Hours</u>
9/27	6:45 - 8:45	Bd mtg	2.0
10/6	2:00 - 5:00		3.0
10/9	1:00 - 2:00		1.0
10/10	1:30 - 5:30		4.0
10/11	1:00 - 5:00		4.00
	7:00 - 9:30	Bd mtg	2.50
10/12	1:00 - 5:00		4.0
10/13	1:30 - 5:00		3.50
10/16	1:10 - 5:00	+ 1 1/2 at Home	5.50
10/17	{ 8:30 - 9:30	worked in AM due to meeting at Fred Bldg (1 Hr)	1.0
10/18	{ 9:30 - 1:30		4.0
10/18	1:00 - 5:00		4.0
10/19	1:00 - 5:00		4.0
10/20	1:00 - 5:00		4.0

46.5 Hrs

< 6.5 " comp time >

Reported to Hrs on time sheet.

		<u>Hours</u>
10/23	12:45 - 4:30	3.75
10/24	1:30 - 4:45	3.25
10/25	1:30 - 4:00	2.50
10/26	6:30 - 9:15 Bd. Mtg	2.75
10/26	1:15 - 5:00	3.75
10/27	1:30 - 4:30	3.0
10/30	1:30 - 5:00	3.50
10/31	1:30 - 5:00	3.50
11/1	1:00 - 8:00	7.0
11/2	3:30 - 5:15	1.75
11/3	1:00 - 5:00 wk'd 1 Hr. + 3 Hrs comp added	4.0

---

38.75 Hrs

Reported 40 Hrs on time sheet

6.5 Hrs comp time  
accrued from  
prev. pg.

3.0 Used - see above  
on 11/3

---

3.5 Hrs comp time  
Balance

Reflects 1.25 Hrs over  
actual Hrs wk'd

→ - 1.25 comp time

2.25 " " Bal  
as of 11/3/89



JOB TITLE: OFFICE ASSISTANT 2

EXAM #: 891364MH LAST BATCH:

WORKING TITLE: CLERK AND/OR TYPIST

SALARY FROM: 7.95 JCN/OC: 6001 / 05 VACANCIES: 1 DEPT. CERTIFIED TO: CHARTER REVIEW COMM

EFFECTIVE: 09/05/89

EXPIRES: OPEN

INTERVIEWER: BILL RAPP

PERSONNEL ANALYST: DON WINKELY

PHONE: 248 - 3525 x 0000

KEY	RANK	NAME	ADDRESS/PHONE	SCORE	CODE	SALARY TYPE	DATE
---	2	Dorothy C. Weill.....	5503 SW Multnomah Blvd. Portland OR 97219 245 - 5677	92			
00-	6	Carol D. Van Buren.....	1109 NE 113th Portland OR 97220 252 - 1738 248 - 5241	88			
--1	10	Valeria C. Jones.....	2443 NE 43rd Portland OR 97213 281 - 3310 255 - 8305	84			
001	15	R. Joyce Matthews.....	2119 NE 102nd Portland OR 97220 254 - 8963	79			
021	16	Jonette Darnell.....	2735 SE 52nd Portland OR 97206 235 - 1663	78			

## CODES:

00 Selected for Appointment  
 01 Less Qualified than selected applicant  
 02 Unfavorable job-related information  
 obtained through references or  
 background investigation  
 03 Position not compatible with physical  
 or Psychological condition  
 04 Has accepted other employment with  
 County which is equal or better  
 05 No longer interested in County  
 employment: remove name from list

06 Does not wish County employment  
 at this time: will notify us for  
 reinstatement to list  
 07 Did not respond to letter  
 08 Refused interview because of :  
 hours, department, working  
 conditions, etc,etc  
 09 Refused job offer because of:  
 hours, department, working  
 conditions, etc,etc  
 10 Did not appear for scheduled  
 interview

SALARY  
 Enter proposed hourly rate

TYPE  
 Enter 'N' for New Hire; 'P' for  
 Promotion

DATE  
 Enter proposed appointment date



10- 16 Gary M. Thomas..... 3708 "O" Street 78  
Vancouver WA 98663  
( 206 ) 693 - 2869  
( 206 ) 892 - 8330

REQUEST TO OFFER EMPLOYMENT  
TO ELIGIBLE JOB APPLICANT

*Complete and submit this form to the Employee Services Division (Building #106/1430) prior to extending offer of employment to eligible job applicant. County Policy requires that the Personnel Director approve all hiring decisions. (Attach additional sheet if necessary.)*

1. Describe any examinations or other selection processes administered by your Division.
2. If interviews were used, give interviewer's name(s), sex, and race/ethnic group, job title(s), qualification(s):
3. If minority and/or women candidates were not selected, give reasons:
4. Describe any accommodations requested by applicants and any efforts made to accommodate their respective handicap(s).

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FOR PERSONNEL OFFICE USE:

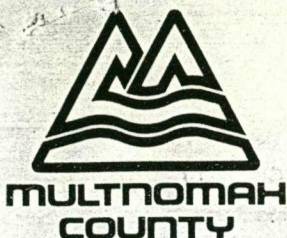
   / APPROVED

   / NOT APPROVED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title CLERK and/or Typist

Exam Number

Social Security Number 2 6 5 - 8 8 - 7 6 8 3

Last Name Weill

First Name Dorothy

Middle Initial C

Address 5503 SW Multnomah Blvd.

City Portland

State OR

Zip 9 7 2 1 9

Home Phone (5 0 3) 2 4 5 - 5 5 7 7

Work Phone ( ) -

Message Phone ( ) -

Are you under 18 years of age? Yes ☐ No ☒

Are you legally available for employment in the United states? Yes ☒ No ☐

Smoking is prohibited in all county facilities

Office Use Only

VP

MQ

T&E

Reviewed by MA

**RECEIVED**  
JUN 12 1989  
EMPLOYEE SERVICES  
Stamp

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits		Degree or Certificates
		Sem	Qtr	
Portland Community College Portland, OR	Legal Assistant		3 45	will receive 12/89
Portland State University Portland, OR	English		9	
University of Florida Gainesville, FL	English + Psychology		69	

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Chauffeur's License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Other License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Hand position

8/89

PRINT NAME



Last Weill

First Dorothy

Initial C



# EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

## Present or most recent employer

Job Title: Operator & Service Representative Employer: US West  
 Supervisor: Jackie Conlon Address: 752 SW Stark  
 Telephone: \_\_\_\_\_ City/State: Portland, OR  
 Starting Date: 6/81 Ending Date: 5/88 Starting Salary: \$180/wk. Ending Salary: \$475.1/wk.  
 Average number of hours worked per week: 37.5 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: handled directory assistance, local & long distance calls, made billing corrections, provided customer information. Briefly worked as service representative, connecting & disconnecting service, sales, providing billing info.  
 Reason for Leaving: to return to school

Job Title: Communications & Records Specialist Employer: Eugene Police Dept  
 Supervisor: Cindy Ryalls Address: 779 Pearl St.  
 Telephone: \_\_\_\_\_ City/State: Eugene, OR  
 Starting Date: 10/79 Ending Date: 2/81 Starting Salary: \$1000/mo. Ending Salary: \$1000/mo.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: handling calls requesting police service, doing computer checks & data entry, writing reports on routine criminal incidents  
 Reason for Leaving: husband was offered job in Portland.

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: Dorothy Weill

Date 6/12/89



CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: Dorothy Weill

DATE: 6/12/89

Have you taken this examination within the last six months?

YES \_\_\_\_\_ NO ✓

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

- ✓ permanent full-time
- ✓ permanent part-time
- ✓ temporary full-time
- ✓ temporary part-time

**WORK SCHEDULE:**

- ✓ day
- evenings (swing - may include weekends)
- night (graveyard - may include weekends)
- ✓ weekends
- any shift

**WORK LOCATION:**

- Downtown Portland
- East County
- Northeast Portland
- North Portland
- Southeast Portland
- ✓ any location

(OVER)

Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

     /      /      Typing - check current ability:

     / less than 40 net wpm

1✓1 40 - 50 net wpm

/\_\_\_/ more than 50 net wpm

14 Experience using a video/computer terminal for the entry, update, correction and retrieval of information.

14 Experience operating text editing word processing equipment.

1 Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.

101 Public contact experience providing to or receiving information from the public in an office setting.

14 High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.

✓ Experience operating multi-line telephone equipment to receive and route calls.

10/1 Experience operating a 10-key adding machine or calculator using the touch method.

141 Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.

101 Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.

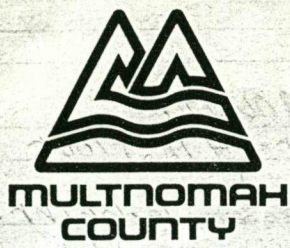
Other special skills: \_\_\_\_\_

\_\_\_\_\_

---



8/89



**MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION**

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title OFFICE ASSISTANT 2 - Clerk/Typist

Exam Number                      Social Security Number 543-46-1028

Last Name VAN BUREN

First Name CAROL Middle Initial D

Address 1109 N.E. 113TH AVENUE

City PORTLAND State OR Zip 97220

Home Phone (message, also) (503) 252-1738  
Work Phone (503) 248-3367  
Message Phone ( ) - -

Office Use Only

VP           

MQ           

T&E           

Date Stamp JUN 19 RECD

Reviewed by MAC

Are you under 18 years of age? Yes ☐ No ☒  
Are you legally available for employment in the United states? Yes ☒ No ☐  
Smoking is prohibited in all county facilities

**EDUCATION AND TRAINING**

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits		Degree or Certificates
		Sem	Qtr	
PORTLAND COMMUNITY COLLEGE PORTLAND, OR (SYLVANIA BRANCH)	SOCIOLOGY, ENGLISH	approx. 44		

**LICENSES REQUIRED FOR THIS EXAMINATION**

Driver's License: Number 430467 State ORE. Exp. date MAY 1990  
Chauffeur's License: Number            State            Exp. date             
Other License: Number            State            Exp. date           

PRINT NAME  
↓  
Last VAN BUREN, First CAROL, Initial D.



# 5818 EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

### Present or most recent employer

Job Title: OA 2 - Temporary Employer: MULTNOMAH COUNTY  
 Supervisor: SUE HOPE Address: 610 SW Alder, 4th floor  
 Telephone: 248-3367 City/State: Portland, OR  
 Starting Date: 2-13-89 Ending Date: end of June? Starting Salary: 6.66/hr. Ending Salary: 6.66/hr.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Coding personal property tax forms, data entry on P.C., 10-Key calculating, filing, etc.

Reason for Leaving: Temporary position, will probably end by May 1, 1989

Job Title: Data Entry Operator Employer: Finlay-McMartin & Co.  
 Supervisor: Donna Address: 3015 S.W. 1st, Room 120  
 Telephone: 227-2973 City/State: Portland, OR  
 Starting Date: 11/21/88 Ending Date: 1/31/89 Starting Salary: 5.00/hr. Ending Salary: 5.80/hr.  
 Average number of hours worked per week: 15 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Data entry on P.C.'s.

Reason for Leaving: Temporary position - Gained full-time position with Multnomah County.

Job Title: Human Resources Ass't. Employer: TEKTRONIX, Inc.  
 Supervisor: Corinne Hayes Address: P.O. Box 1000  
 Telephone: 685-2469 City/State: Wilsonville, OR 97070  
 Starting Date: 2/80 Ending Date: 3/88 Starting Salary: 5.00/hr. Ending Salary: 10.00/hr.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Maintained employee data base, all secretarial duties, resumes, garnishments, employee benefits coordinator, light programming on DECIMATE II, word processing, auditing of confidential files & reports.  
 Reason for Leaving: Laid off - Mass layoff.

Job Title: Stock Representative Employer: Pakwell Paper Products  
 Supervisor: Bob Ruschenberg Address: Boeckman Rd - Wilsonville  
 Telephone: moved out of state City/State: = Moved out of state  
 Starting Date: 8/72 Ending Date: 2/80 Starting Salary: 3.50/hr. Ending Salary: 4.50/hr.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐ - moved to Chicago  
 Duties and Responsibilities: Received by phone & mail orders, processed orders, maintained inventory books for plant, telex, data entry, billing.

Reason for Leaving: Better benefits with TEKTRONIX.

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: Carol D. VanBuren Date: 6/17/89



CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: CAROL D. VAN BUREN

DATE: 6/17/89

Have you taken this examination within the last six months?

YES \_\_\_\_\_ NO X 12/28/88 TOOK OA2 exam.

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

/ permanent full-time

/ permanent part-time

X temporary full-time

X temporary part-time

**WORK SCHEDULE:**

X day

/ evenings (swing - may include weekends)

/ night (graveyard - may include weekends)

/ weekends

/ any shift

**WORK LOCATION:**

X Downtown Portland

X East County

X Northeast Portland

/ North Portland

X Southeast Portland

/ any location

(OVER)

Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

- ☒ Typing - check current ability:
- ☐ less than 40 net wpm
- ☐ 40 - 50 net wpm
- ☒ more than 50 net wpm
- 
- ☒ Experience using a video/computer terminal for the entry, update, correction and retrieval of information.
- ☒ Experience operating text editing word processing equipment.
- ☒ Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.
- ☒ Public contact experience providing to or receiving information from the public in an office setting.
- ☐ High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.
- ☒ Experience operating multi-line telephone equipment to receive and route calls.
- ☒ Experience operating a 10-key adding machine or calculator using the touch method.
- ☐ Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.
- ☐ Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.
- ☒ Other special skills: Good problem solving skills, pro-active thinker, excellent communication skills.





OFFICE MEMORANDUM...DEPARTMENT OF GENERAL SERVICES

DATE June 9, 1989

TO: Sue Hoff,  
Assessment & Taxation

FROM: Sherrill Rudolph *SR*  
Board of Equalization

SUBJECT: Commendation

I wanted to be sure and thank you for supporting this office with two excellent employees during our crunch on the two days preceding the May 31st deadline for accepting petitions.

Even though we held hearings on the second floor, Debbie Bain and Carol Van Buren kept the flow of petitioner traffic on an even keel. They sequestered citizens filling out petitions in an office off the lobby and out of the flow of potentially disgruntled employees in the Morrison building who up-front complained about this problem (which did not come to pass). They answered citizen inquiries, helped them fill out the appropriate forms, separated the various types of petitions received, opened and separated the mail (sounds like a small task? Not so), gave extension information and forms to those presenting a letter of reduction, and verified the petitions presented to be sure they were accurately filled out before the petitioner left our building.

I can't begin to express my admiration for the exemplary standards they exhibited during their duration of hazardous duty for the B of E. In addition, Debbie stayed a third day and finished opening the mail and separating the petitions.

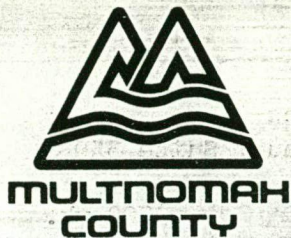
Please express my grateful thanks to both employees. They gave this office staff a much-needed relief-of-stress break.

sr

cc: Debbie Bain  
Carol Van Buren  
Bob Ellis  
Kathy Busse  
Janice Druian



8/89



**MULTNOMAH COUNTY OREGON**  
**EMPLOYMENT APPLICATION**

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title Clerk and or Typist

Exam Number 7 9 1 6 4 C U

Social Security Number 5 6 5 - 4 4 - 0 9 4 5

Last Name THOMAS

First Name GARY Middle Initial M

Address 3708 "O" Street; Vancouver, Washington 98663

City Vancouver State W A Zip 9 8 6 6 3

Home Phone (2 0 6) 6 9 3 - 2 8 6 9

Work Phone ( )   -

Message Phone (2 0 6) 8 9 2 - 8 3 3 0

Are you under 18 years of age? Yes ☐ No ☒

Are you legally available for employment in the United states? Yes ☒ No ☐

Smoking is prohibited in all county facilities

Office Use Only

VP	<input type="checkbox"/>	<b>RECEIVED</b>  APR 21 1989  <b>EMPLOYEE SERVICES</b> Date Stamp
MQ	<input type="checkbox"/>	
T&E	<input type="checkbox"/>	
Reviewed by <u>MA</u>		

**EDUCATION AND TRAINING**

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits Sem	Qtr	Degree or Certificates
Pasadena College Howard at Bresee, Pasadena, CA	Elementary Education	120		B.A.
Point Loma College San Diego, CA 3900 Lomaland Drive 92010	Religion	40		M.A.

**LICENSES REQUIRED FOR THIS EXAMINATION**

Driver's License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Chauffeur's License: Washington Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Other License: THOMAGM668N2 Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_



## EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

### Present or most recent employer

Job Title:     Filer     Employer: Manpower Services  
 Supervisor: Paula and Darlene, Kari Address: 1211 SW Fifth Avenue; Suite 550  
 Telephone: (206) 690-8410 City/State: Portland / Oregon  
 Starting Date: Mar 27, 89 Ending Date: Apr. 8, 89 Starting Salary: \$200 wk. Ending Salary: \$200 wk.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Straight filing: alphabetically, for a savings and loan institution.  
Temporary assignment. I also worked two weeks as an expeditor at Nerco Mineral for  
 Reason for Leaving: Manpower

Job Title: Intermediate Clerk Typist Employer: County of San Diego  
 Supervisor: Glenyse Barber Address: 1600 Pacific Highway  
 Telephone: (619) 495-5153 City/State: San Diego, California  
 Starting Date: June 03, 88 Ending Date: Dec 01, 88 Starting Salary: \$1100 mo Ending Salary: \$1100 mo  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☐ No ☒  
 Duties and Responsibilities: I was unit clerk for about fifteen case aides. I kept all attendance for our unit. I typed correspondence, forms, statistics. I answered phone for the office. Ran errands to various parts of the building. I posted case activity, did the photo copying and picked up about half of the mail from down stairs.  
 Reason for Leaving: My wife and I were tired of driving so far to work and we heard how reasonable the cost of living was in Washington that I resigned to move.

Job Title: Clerk Typist Employer: Manpower Temp Services  
 Supervisor: Susan or Ann Address: 2333 Camino Del Rio South  
 Telephone: (619) 293-3606 City/State: San Diego / California  
 Starting Date: 03/05/88 Ending Date: June 25, 88 Starting Salary: \$200 wk. Ending Salary: \$200 wk.  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☐ No ☒  
 Duties and Responsibilities: I maintained Insurance files in an office of about six clerks. This involved much use of the word processor in creating legal documents for the files. I filled out legal forms and transcribed letters for the agents to be included in the files. I also took my turn at phone duty.  
 Reason for Leaving: I left to accept a permanent job offered to me by the County. Looking back on this. I sometimes regret the change as I enjoyed the work and people.

Job Title: Clerk Typist Employer: Olsten's Temporary Services  
 Supervisor: Joan, Charlene or Ruth Ann Address: 5205 Dearnly Villa Way  
 Telephone: (619) 268-4444 City/State: San Diego / California  
 Starting Date: Aug. 86 Ending Date: June 87 Starting Salary: varied Ending Salary: varied  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: I worked two basic locations for Olsten's over a year's time. A three month assignment at the San Diego County Health Services where I cashiered, typed, filed, answered phones, posted medical files, counseled health requirements on the phone. Also worked 5 months at County Probation Accounting office. Jr. Clerk stuff.  
 Reason for Leaving: Temporary, only

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: Gary M Thomas

Date 04/19/89



CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: Gary M. Thomas

DATE: 4/19/89

Have you taken this examination within the last six months?

YES        NO   X  

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

  X   / permanent full-time

  X   / permanent part-time

  X   / temporary full-time

  X   / temporary part-time

**WORK SCHEDULE:**

  X   / day

  X   / evenings (swing - may include weekends)

  X   / night (graveyard - may include weekends)

     / weekends

     / any shift

**WORK LOCATION:**

     / Downtown Portland

     / East County

     / Northeast Portland

     / North Portland

     / Southeast Portland

  X   / any location

(OVER)



Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

  /    Typing - check current ability:

  / less than 40 net wpm

  / 40 - 50 net wpm

  x/ more than 50 net wpm

  / Experience using a video/computer terminal for the entry, update, correction and retrieval of information.

  x/ Experience operating text editing word processing equipment.

  / Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.

  x/ Public contact experience providing to or receiving information from the public in an office setting.

  x/ High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.

  x/ Experience operating multi-line telephone equipment to receive and route calls.

  x/ Experience operating a 10-key adding machine or calculator using the touch method.

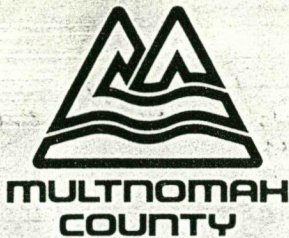
  / Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.

  / Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.

  / Other special skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



8/89



MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title Clerk/Typist

Exam Number                      Social Security Number 544-44-7175

Last Name Jones

First Name Valeria Middle Initial C

Address 2443 NE 43rd Ave

City Portland State OR Zip 97213

Home Phone (503) 281-3310

Work Phone ( ) - -

Message Phone (503) 255-8305

Office Use Only

VP	<u>  </u>
MQ	<u>  0  </u>
T&E	<u>  </u>

Reviewed by MAA

**RECEIVED**  
APR 17 1989  
Date  
**EMPLOYEE SERVICES**

Are you under 18 years of age? Yes ☐ No ☒  
Are you legally available for employment in the United states? Yes ☒ No ☐  
Smoking is prohibited in all county facilities

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits Sem	Qtr	Degree or Certificates
<u>Portland State University</u>	<u>Elem. Ed</u>			<u>B.S.</u>

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number: 603641 State: OR Exp. date: 10/9/92  
Chauffeur's License: Number:            State:            Exp. date:             
Other License: Number:            State:            Exp. date:           

PRINT NAME  
↓  
Last Jones  
First Valeria  
Initial C.



# EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

## Present or most recent employer

Job Title: Ass't Teacher Employer: Forest Park Ch. Center  
 Supervisor: Jean Wucki Address: 66 NW 2nd  
 Telephone: 322-3454 City/State: Portland, OR  
 Starting Date: 10/87 Ending Date: 4/89 Starting Salary: 4.24/HR Ending Salary: 4.64/HR  
 Average number of hours worked per week: 37 1/2 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: all phases of daily care of young children  
 Reason for Leaving: Low pay

Job Title: Secretary Employer: All Weather Remodeling  
 Supervisor: David R. Poynter Address: 5005 NE Fremont  
 Telephone: 284-9306 City/State: Portland, OR 97213  
 Starting Date: 2/78 Ending Date: 8/86 Starting Salary: \$5/HR Ending Salary: \$7/HR  
 Average number of hours worked per week: 35 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: light typing, light bookkeeping, set appts for sales, ordered supplies, BAIF report  
 Reason for Leaving: Went back to school (PCC)

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: Valeria C. Jones Date: 4/17/89



JUN 30 RECD

CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: Valeria Jones DATE: 6/29/89

Have you taken this examination within the last six months?

YES X NO       

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

- ☒ permanent full-time
- ☐ permanent part-time
- ☐ temporary full-time
- ☐ temporary part-time

**WORK SCHEDULE:**

- ☒ day
- ☐ evenings (swing - may include weekends)
- ☐ night (graveyard - may include weekends)
- ☐ weekends
- ☐ any shift

**WORK LOCATION:**

- ☒ Downtown Portland
- ☐ East County
- ☒ Northeast Portland
- ☐ North Portland
- ☒ Southeast Portland
- ☐ any location

(OVER)



Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

☒

Typing - check current ability:

☐ less than 40 net wpm

☐ 40 - 50 net wpm

☒ more than 50 net wpm

☐

Experience using a video/computer terminal for the entry, update, correction and retrieval of information.

☐

Experience operating text editing word processing equipment.

☐

Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.

☐

Public contact experience providing to or receiving information from the public in an office setting.

☐

High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.

☐

Experience operating multi-line telephone equipment to receive and route calls.

☒

Experience operating a 10-key adding machine or calculator using the touch method.

☐

Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.

☐

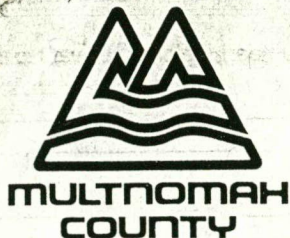
Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.

☐

Other special skills: Shorthand 60 WPM-80 WPM



3/89



MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION

Department of General Services  
Employee Relations Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015

TYPE OR PRINT

Job Title CLERK AND/OR TYPIST

Exam Number 79164CU Social Security Number 575-70-9099

Last Name DARNELL

First Name JONETTE Middle Initial -

Address 2735 SE 52nd

City PORTLAND State OR Zip 97206

Home Phone (503) 235-1663

NA Work Phone ( ) -

NA Message Phone ( ) -

Are you under 18 years of age? Yes ☒ No ☐

Are you legally available for employment in the United States? Yes ☒ No ☐

Office Use Only

VP	<input type="checkbox"/>	<input type="checkbox"/>
MQ	<input type="checkbox"/>	<input type="checkbox"/>
T&E	<input type="checkbox"/>	<input type="checkbox"/>

Date Stamp

Reviewed by mt

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits Sem	Qtr	Degree or Certificates
WAIANAE HIGH SCHOOL WAIANAE, HAWAII	BASICS			H.S. DIPLOMA
PORTLAND BIBLE COLLEGE 9201 NE FREMONT, PORTLAND, OR	THEOLOGY/MUSIC			2 yr. certificate

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number: 4034782 State: OREGON Exp. date: 3-15-91  
Chauffeur's License: Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Other License: \_\_\_\_\_ Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_

PRINT NAME

Last

First

Initial

DARNELL  
JONETTE  
1



# EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

## Present or most recent employer

Job Title: RECEPTIONIST/SECRETARY  
 Supervisor: ED RAGAN  
 Telephone: 222-9851  
 Starting Date: 10/85 Ending Date: 1/89  
 Average number of hours worked per week: 40 hrs  
 Duties and Responsibilities: ANSWERING PHONES, MAINTAINING FILES, TYPING, BOOKKEEPING, INVENTORY, WEEKLY INVOICE RECORDS, PAYROLL, MAINTAINING PERSONNEL FILES, ALL OTHER ASSIGNMENTS & ERRANDS ASSIGNED BY OPERATIONS DIRECTOR & TECHNICAL STAFF. INPUTING INFO. IN COMPUTER SYSTEM.  
 Reason for Leaving: MATERNITY LEAVE.

Employer: GTE MOBILNET INC.  
 Address: 928 SW STARK  
 City/State: PORTLAND, OR  
 Starting Salary: 8.0 hr. Ending Salary: 9.0 hr  
 May we contact this employer? Yes ☒ No ☐

Job Title: RECEPTIONIST/OFFICE CLERK/SECRETARY  
 Supervisor: DEANNE CARLISLE  
 Telephone: 2/85  
 Starting Date: 2/85 Ending Date: 10/85  
 Average number of hours worked per week: 40 hrs  
 Duties and Responsibilities: RECEPTIONIST, GEN'L OFFICE DUTIES.  
 Reason for Leaving: BETTER JOB OFFER

Employer: ARA SERVICES, INC.  
 Address: 1400 NE 2nd  
 City/State: PORTLAND, OR  
 Starting Salary: \$5.00 hr. Ending Salary: \$5.50 hr.  
 May we contact this employer? Yes ☒ No ☐

Job Title: PROOF OPERATOR  
 Supervisor: ADRIENNE  
 Telephone: 225-6254  
 Starting Date: 8/84 Ending Date: 2/85  
 Average number of hours worked per week: 20 hrs.  
 Duties and Responsibilities: DUTIES INCLUDE BALANCING OF CHECKS ON PROOF MACHINE - DATA ENTRY. 1200 CHECKS PER HOUR.  
 Reason for Leaving: NEEDED A P/T JOB.

Employer: US BANK  
 Address: MAIN BRANCH (616 & OAK)  
 City/State: PORTLAND, OR  
 Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 May we contact this employer? Yes ☒ No ☐

Job Title: OFFICE CLERK/DATA ENTRY  
 Supervisor: PHYLLIS BROWN  
 Telephone: 252-4634  
 Starting Date: 9/84 Ending Date: 2/85  
 Average number of hours worked per week: 20 hrs.  
 Duties and Responsibilities: INCLUDE FILING, XEROXING, INPUTING FINANCIAL INFORMATION IN COMPUTER SYSTEM, GENERAL OFFICE DUTIES.  
 Reason for Leaving: P/T JOB.

Employer: BIBLE TEMPLE  
 Address: 7600 NE GLISAN  
 City/State: PORTLAND, OR  
 Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 May we contact this employer? Yes ☒ No ☐

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: Kristie Darnell

Date: 7-17-89



CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: JONETIE DARNELL

DATE: 7-17-89

Have you taken this examination within the last six months?

YES \_\_\_\_\_ NO ✓

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

☐ permanent full-time

☒ permanent part-time

☐ temporary full-time

☒ temporary part-time

**WORK SCHEDULE:**

☐ day

☐ evenings (swing - may include weekends)

☒ night (graveyard - may include weekends)

☐ weekends

☐ any shift

**WORK LOCATION:**

☒ Downtown Portland

☐ East County

☒ Northeast Portland

☐ North Portland

☒ Southeast Portland

☐ any location

(OVER)



Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

1✓1

Typing - check current ability:

1 / less than 40 net wpm

1 / 40 - 50 net wpm

1✓1 more than 50 net wpm

1✓1

Experience using a video/computer terminal for the entry, update, correction and retrieval of information.

1✓1

Experience operating text editing word processing equipment.

1 /

Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.

1✓1

Public contact experience providing to or receiving information from the public in an office setting.

1 /

High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.

1✓1

Experience operating multi-line telephone equipment to receive and route calls.

1✓1

Experience operating a 10-key adding machine or calculator using the touch method.

1 /

Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.

1 /

Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.

1✓1

Other special skills: \_\_\_\_\_

- VOLUNTEER SERVICES AS A FRONT DESK CLERK AT  
METRO YMCA, (BARBAR BLVD)

- VOLUNTEER SERVICES AS A CHAPLAIN ASST. W/  
CHAPLAIN HARLAN NELSON AT THE JUSTICE CENTER.



8/89



MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title Office Assistant 2

Exam Number 7 9 1 6 4 C U Social Security Number 5 4 2 - 2 0 - 2 3 5 9

Last Name Matthews,

First Name R Middle Initial Joyce

Address 2119 NE 102nd Ave

City Portland State OR Zip 9 7 2 2 0

Home Phone (5 0 3) 2 5 4 - 8 9 6 3

Work Phone ( ) ( ) ( ) - ( ) ( ) ( ) ( )

Message Phone ( ) ( ) ( ) - ( ) ( ) ( ) ( )

Are you under 18 years of age? Yes ☐ No ☒

Are you legally available for employment in the United states? Yes ☒ No ☐

Smoking is prohibited in all county facilities except for secure areas of County Corrections facilities.

Office Use Only

VP ☐ ☐ **RECEIVED**

MQ ☐ 0 **JUL 19 1989**

T&E ☐ ☐ ☐ **EMPLOYEE SERVICES**

Stamp

Reviewed by *[Signature]*

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits		Degree or Certificates
		Sem	Qtr	

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number: 109464 State OR Exp. date 10-14-91

Chauffeur's License: Number:            State            Exp. date           

Other License:            Number:            State            Exp. date           

PRINT NAME



Last Matthews, First R. Initial Joyce



## EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

### Present or most recent employer

Job Title: Temporary Employer: Multnomah Board of Elections  
 Supervisor: Donna Knutson Address: 1040 S.E. Morrison  
 Telephone: (503) 248-3720 City/State: Portland, Or. 97214  
 Starting Date: 10-88 Ending Date: 7-7-89 Starting Salary: 4.25 Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Phone, counter, computers, mailings, setting up election boards, time cards for election board workers, duplicating ballots, checking signatures on computers for absentee ballots, data input, date logging ballots, filing registration cards, micro-filming  
 Reason for Leaving: work completed

Job Title: Office Manager Assistant Employer: Pringle Draperies  
 Supervisor: Larry Pringle Address: 307 N. Euclid Way Suite G-4  
 Telephone: (714) 772-7351 City/State: Anaheim, CA  
 Starting Date: 10-1-85 Ending Date: 10-5-86 Starting Salary: \$1000. mo Ending Salary: \$1200. mo  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Data processing, invoices, monthly reports, general ledger, office organization, payroll, order taking, filing, phones  
Reorganized company's bookkeeping system to data format.  
Organized personell files, set-up insurance program for employees,  
 Reason for Leaving: To return to Oregon because of husbands illness

Job Title: Office Manager Employer: CCS  
 Supervisor: David Avina Address: 1088 Irvine Blvd. Sute 340  
 Telephone: (714) 544-4034 City/State: Tustin, CA 92680  
 Starting Date: 4-83 Ending Date: 10-85 Starting Salary: 475 mo Ending Salary: 600. mo  
 Average number of hours worked per week: 28 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Bank reconcilation, monthly reports, accounts receivable and payable, banking, payroll, general office work, phones,  
 Reason for Leaving: To work full time

Job Title: One girl office Employer: Baldrige Construction  
 Supervisor: \_\_\_\_\_ Address: 21879 Winnebago Lane  
 Telephone: \_\_\_\_\_ City/State: El Toro, CA 92630  
 Starting Date: 1976 Ending Date: 4-83 Starting Salary: 500 mo Ending Salary: 950 mo  
 Average number of hours worked per week: 40 May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: Order and pick-up materials, job costs, payroll for employees, monthly reports, accounts receivable and payable, banking, monthly reports, general ledger  
 Reason for Leaving: Owner retired

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: R Joyce Matthews Date: 7-15-89



CLERK or TYPIST  
(OFFICE ASSISTANT 2)

SUPPLEMENTAL APPLICATION FORM

NAME: Matthews, R. Joyce DATE: July 15, 1989

Have you taken this examination within the last six months?

YES \_\_\_\_\_ NO x \_\_\_\_\_

Listed below are options in appointment type, work schedule and work locations. Check one or more options in each category.

**APPOINTMENT TYPE:**

/ / permanent full-time

/ / permanent part-time

/x / temporary full-time

/x / temporary part-time

**WORK SCHEDULE:**

/x / day

/ / evenings (swing - may include weekends)

/ / night (graveyard - may include weekends)

/ / weekends

/ / any shift

**WORK LOCATION:**

/x / Downtown Portland

/x / East County

/ / Northeast Portland

/ / North Portland

/ / Southeast Portland

/ / any location

(OVER)



Listed below are skills areas which will assist us in filling vacancies. Check the skill areas in which you are fully proficient based on the standards described. Check only skill areas you are willing to use on the job. All skills are subject to verification.

/ x /     Typing - check current ability:

/ \_ /    less than 40 net wpm

/ x /    40 - 50 net wpm

/ \_ /    more than 50 net wpm

/ x /     Experience using a video/computer terminal for the entry, update, correction and retrieval of information.

/ x /     Experience operating text editing word processing equipment.

/ \_ /     Experience programming a mini/personal computer to organize or manipulate data in business applications other than word processing.

/ x /     Public contact experience providing to or receiving information from the public in an office setting.

/ x /     High impact public contact experience providing to or requesting information from persons who are irate, confused and/or frustrated, such as: experience communicating decisions regarding the approval or denial of benefits or services; experience explaining laws, rules or regulations.

/ x /     Experience operating multi-line telephone equipment to receive and route calls.

/ x /     Experience operating a 10-key adding machine or calculator using the touch method.

/ \_ /     Experience or coursework sufficient to provide a knowledge of medical terminology such as that gained by a medical secretary in a doctor's office.

/ \_ /     Experience or coursework sufficient to provide a knowledge of legal terminology such as that gained by a legal secretary.

/ \_ /     Other special skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ANGELA J. PARKER  
7015 SE LAKE RD. APT. 19  
MILWAUKIE, OR 97222  
HOME 659-1993 MESSAGE 656-9593

OBJECTIVE: Seeking position as secretary, receptionist or general office clerk in an automated office.

EXPERIENCE: Five years office experience. Type 65 wpm accurately on both electric and electronic typewriters (Xerox 620 & 640), operate 10-key, word processing on IBM Displaywrite 36, Wang, Samna 3 & 4, various word processing machines, can also operate office machines such as duplicator, mimeograph and dictaphone, fax machine and various copy machines.

EMPLOYMENT: First Interstate Bank, Portland, Oregon  
General Office Clerk III (full time)  
  
Kelly Services, Milwaukie, Oregon  
General Office Clerk (temporary full & part time)

EDUCATION: Clackamas Community College, Holly Farm Mall, Oak Grove  
Office Specialist Training Program.  
Intensive Clerical Update.

STRENGTHS: I am dependable and responsible. I like to do a careful, quality job on anything I attempt. I am also cooperative and organized.

REFERENCES: Paul Boring  
Personal Friend  
860 NE 10th  
Canby, Oregon 97013  
(503) 266-8847  
  
Patty Salmon  
Supervisor-Kelly Services  
4160 SE International Way  
Suite D-105  
Milwaukie, Oregon 97222  
(503) 659-6732 or 771-1783  
  
Patty Gray  
Personal Friend  
510 N College  
Newberg, Oregon 97132  
(503) 538-1430





MULTNOMAH COUNTY OREGON  
EMPLOYMENT APPLICATION

Department of General Services  
Employee Services Division  
1120 S.W. Fifth, Room 1430  
Portland, Oregon 97204  
(503) 248-5015 • TDD 248-5170

TYPE OR PRINT

Job Title Legislative / Administrative Secretary

Exam Number                     

Social Security Number 543-82-1510

Last Name Harrison

First Name Theresa Middle Initial           

Address 2946 NE 7th

City Portland State OR Zip 97212

Home Phone ( ) ( ) ( )        -       

Work Phone ( ) ( ) ( )        -       

Message Phone (503) 287-9552

Are you under 18 years of age? Yes ☐ No ☒

Are you legally available for employment in the United states? Yes ☒ No ☐

Smoking is prohibited in all county facilities except for secure areas of County Corrections facilities.

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits		Degree or Certificates
		Sem	Qtr	
Computer Career Institute 2104 SW 5th Ave Portland, OR 97201	Business Data Processing			Certificate
PCC Sylvania 12000 SW 49th Portland, OR	Pre-Nursing			N/A

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number 3500421 State Oregon Exp. date 7/9/89  
Chauffeur's License: Number N/A State            Exp. date             
Other License: Number N/A State            Exp. date           

PRINT NAME



Last Harrison, First Theresa

Initial



# EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or volunteer), which is relevant to the position for which you are applying.

## Present or most recent employer

Job Title: Clerk/Typist - GS-5 Employer: Environmental Protection Agency  
 Supervisor: Kenneth Brooks Address: 811 S.W. 6th Ave.  
 Telephone: 326-3250 City/State: Portland, OR  
 Starting Date: 10/17/88 Ending Date: 1/27/89 Starting Salary: \$5.77 Ending Salary: \$6.00  
 Average number of hours worked per week: 36 hrs May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Answer phones, greet visitors, typed letters, memos, reports, filed letters according to subject. Use of word processing equipment. Using WANG system. Print out letters etc. Run errands, copy machine. Created mailing lists. Scheduled meetings.  
 Reason for Leaving: Temporary only.

Job Title: File Clerk Employer: Medical Clinic  
 Supervisor: Bobbi Jo Milette Address: 4212 NE Broadway  
 Telephone: 249-8787 City/State: Portland, OR  
 Starting Date: 10/4/79 Ending Date: 6/1/85 Starting Salary: \$3.25 Ending Salary: \$5.50  
 Average number of hours worked per week: 37 1/2 May we contact this employer? Yes ☒ No ☐  
 Duties and Responsibilities: Answer phones, CRT retrieval, switchboard relief, file medical records & hospital papers. Use of copy machine, type medical release forms & give information to doctors.  
 Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Average number of hours worked per week: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐  
 Duties and Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

If more space is needed attach additional sheets.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



City Portland State OR Zip 97212

Home Phone ( ) -  
Work Phone ( ) -  
Message Phone (503) 287-9552

Office Use Only

VP  
MQ  
T&E

Date Stamp

Reviewed by

THERESHIA  
First Initial

Are you under 18 years of age? Yes ☐ No ☒  
Are you legally available for employment in the United states? Yes ☒ No ☐

Smoking is prohibited in all county facilities except for secure areas of County Corrections facilities.

EDUCATION AND TRAINING

Name and Location of College, University, or Sponsoring Organization	Course or Program of Study	No. of Credits		Degree or Certificates
		Sem	Qtr	
Computer Career Institute 2104 SW 5th Ave Portland, OR 97201	Business Data Processing			Certificate
PCC - Sylvania 12000 SW 49th Portland, OR	Pre - Nursing			N/A

LICENSES REQUIRED FOR THIS EXAMINATION

Driver's License: Number: 3500421 State Oregon Exp. date 7/9/89  
Chauffeur's License: Number: N/A State — Exp. date —  
Other License: Number: N/A State — Exp. date —

AFFIRMATIVE ACTION SURVEY

Social Security Number 543-82-1510 Exam Number

Federal and state laws require that the information on this form be gathered for statistical purposes only. Information on this form WILL NOT be used to make any employment decision which affects you. All information collected is confidential and will be detached from the application after statistical processing.

Handicap Status: Do you have any physical and/or mental condition which might cause you difficulty in securing, retaining or advancing in employment? Yes ☐ No ☒

If you are requesting accommodation for a mental or physical disability, please complete the form provided.

\* Ethnic Category (check one):  
☒ Black  
☐ Hispanic  
☐ White  
☐ Native American  
☐ Asian

Sex: Male ☐ Female ☒  
Birth Date: Month 07 Date 09 Year 63

\* Please see reverse side for a description of the ethnic categories.



7

2946 NE TH  
Portland, OR. 97212  
(503) 287-9552

JUNE 27, 1989

Office of Citizen Involvement  
2115 SE. Morrison  
Portland, OR.

I understand that there is an Legislative/  
Administrative Secretary opening in your  
office.

I feel I would be a good candidate  
because I have gained experience in  
all phases of clerical and secretarial  
work.

With my knowledge in these areas,  
I am sure I could be of contribution  
to your department. I would like to  
meet with you to discuss some of  
these ideas further.

Yours truly,

Theresa Harrison









DEFAULT / FUND: 100

POSITION: TEMPORARY WORKER

AGENCY: 050

ORGANIZATION: 9305

EXT. DISTR.:

EMPLOYEE# 0544449399

NORMAL RATE: 8.0000

SHIFT:

DIST: 10642

PERIOD BEGIN: 01/13/90

PERIOD ENDING: 01/26/90



PUNCH ZTMC01  
IN COLS 1-6

# TIME CARD ENTRY

01/13	01/14	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	DESCRIPTION	TOTAL
SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F		
		7.5		7.5	4.5						7.0	7.0	6.0	REGULAR OVERTIME	40
														SICK	
														VACATION	
														LEGAL HOLIDAY	
														PERSONAL HOLIDAY	

[illegible]COMMON EARNINGS  
CODES (D/OE) / COLS 44-45

05 - SICK  
06 - VACATION  
07 - HOLIDAY  
08 - PERSONAL HOLIDAY  
10 - JURY LEAVE  
11 - MILITARY LEAVE  
12 - BEREAVEMENT LEAVE  
13 - CONVERTED SICK LEAVE  
15 - EQUIPMENT DIFFERENTIAL  
16 - PREMIUM PAY  
17 - LUMP SUM  
18 - RETRO  
19 - UPGRADE  
22 - HAZARD PAY  
23 - COMP PAY  
24 - ON CALL PAY  
25 - OTHER

## OT CODES / COL 31

J - TIME AND A HALF  
2 - DOUBLE TIME

## SHIFT CODES

SHIFT CODES  
COL 77 COL 78-79

1 - .40	14
2 - .50	14
3 - 3%	14
4 - 4%	14
5 - 5%	14
6 - .75	14
7 - 20%	14

SUPERVISOR:

I CERTIFY THAT I HAVE AUTHORIZED AND VERIFIED THE HOURS RATES AND TYPES OF WORK PERFORMED AND THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE ☒ OR TIMEKEEPER ☐

Donna Tucker

I CERTIFY THAT THE HOURS REPORTED ARE CORRECT TO THE  
BEST OF MY KNOWLEDGE.

PHONE #

TOTAL REGULAR AND  
SPECIAL HOURSTOTAL REGULAR AND  
SPECIAL EARNINGSTOTAL OVERTIME  
HOURS

TOTAL OVERTIME EARNINGS

REMARKS ☐



PERIOD ENDING: 04/20/90

PUNCH ZTMC01  
IN COLS 1-6

ENTER NUMBER OF DAYS ACTUALLY WORKED

REMARKS ☐







REMARKS ☐





# TIME CARD ENTRY

[illegible]

SAIF DAYS  ENTER NUMBER OF DAYS ACTUALLY WORKED

REGULAR HOURS WORKED	REGULAR RATE PER HOUR		OT C O D E	OVERTIME HOURS WORKED	OVERTIME RATE PER HOUR		OTHER EARN- INGS  DO/E	S P E C  H R S	LGFS DISTRIBUTION CONTROLS																S H I F T  C D	S H I F T  E A R N C O D E	O V E R R I D E
	SALARY OR AMOUNT				SALARY OR AMOUNT				FUND (L3)	AGENCY (L4)		ORG (L5)	EXT. DISTRIBUTION														
															ACTIVITY				REP. CAT.								
19 20 21 22 23	24 25 26 27 28 29 30	31	32 33 34 35 36	37 38 39 40 41 42 43	44 45	46	47 48 49 50	51 52 53	54 55 56 57	58 59 60 61 62 63 64	65 66 67 68 69 70 71 72 73 74	75 76	77 78 79 80														
4800 2800	80000									9305																	

1 - .40	14
2 - .50	14
3 - 3%	14
4 - 4%	14
5 - 5%	14
6 - .75	14
7 - 20%	14

PHONE NUMBER

TOTAL OVERTIME EARNINGS

REMARKS ☐