



## WorkSource Vancouver Hot Job & Events

May 17<sup>th</sup>, 2024



***Start your career with the State now!***

**Job Title: Administrative Assistant 3**

**Company: State of Washington Employment Security Department**

**Pay Range: \$40,512 - \$53,964**

**Background Check: no**

**Drug Testing: no**

**Hours: 8-5          Days: Mon- Fri**

**Benefits: yes**

**Job Summary:** They should also be able to coordinate personnel recruitment, track performance evaluation schedules, maintain time sheets and leave requests, and provide fiscal administrative support. This includes supporting budget preparation, monitoring expenditures, verifying financial records, and managing equipment and supplies. The candidate should be highly organized, detail-oriented, proactive in their duties, with excellent communication skills.

**Requirements:** GED or above, and 3 years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work

**Complete description & to apply:** [Administrative Assistant 3: Hybrid/Clark/Cowlitz | Apply tab | Career Pages \(governmentjobs.com\)](#)

**Job Title: DSHS ESA Support Enforcement Technician**

**Company: State of Washington, Division of Child Support**

**Pay Range: \$3294 - \$4,385**

**Background Check: yes (information will not necessarily preclude employment consideration)**

**Drug Testing: no**

**Hours: 8-5          Days: Mon- Fri**

**Benefits: yes**

**Job Summary:** Customer service via telephone, computer, and correspondence with internal and external stakeholders including clients paying support, clients receiving support, office staff, employers, and the general public. This position requires maintaining strict confidentiality and compliance with state and federal statutes and regulations. It requires the ability to perform extensive clerical duties as well as customer service functions.

**Requirements:** Professionals with keyboard and Windows proficiency AND one of the following: Two years of college-level coursework. Two years of customer service-related experience within a



program and/or services related to research, investigation, auditing, writing, reporting, administration, law enforcement, community relations, or allied field.

Note: Equivalent education and/or experience may substitute year for year.

**Complete description & to apply:** [State of Washington Job Opportunities | Work that Matters \(governmentjobs.com\)](#)

**Job Title:** Accountant

**Company:** Clark Public Utilities

**Pay Range:** \$54,737 – \$67,215 - \$79,695

**Background Check:** yes

**Hours:** Mon-Fri      **Days:** 8-5

**Benefits:** yes

**Job Summary:** The person in this position is responsible to compile and maintain accurate accounts payable and receivable records. May be responsible for specific functions such as processing accounts payable invoices and payments, or billing functions to include review of daily billing exceptions, maintaining customer account billing information, and adjustment processing.

**Requirements:** Qualified applicants should have a bachelor’s degree in accounting or related field. Work experience in accounting preferred. Exhibited proficiency in Microsoft Office Suite required. Must possess a proactive approach, is a self-starter with proven problem-solving skills and high attention to detail.

**Complete description & to apply:** [Clark Careers](#)

**C-TRAN  Career Opportunities**

Please click on the job title below to see the full job description and apply to the position.

<u>Position Title</u>	<u>Job Code #</u>	<u>Pay Range</u>	<u>Date Posted</u>	<u>Application Deadline</u>
<a href="#">Bus Operator Trainee (JUNE)</a>	24-09	\$25.85/hr-\$32.65/hr	3/21/2024	Open Until Filled
<a href="#">Bus Operator Trainee CDL Holders Only</a>	24-10	\$25.85/hr-\$32.65/hr	3/21/2024	Open Until Filled
<a href="#">Director of Operations</a>	24-16	\$124,944/yr-\$146,998/yr	4/2/2024	Open Until Filled
<a href="#">Facility Maintenance Mechanic</a>	24-17	\$27.28/hr-\$34.33/hr	4/12/2024	Open Until Filled
<a href="#">Transit Oriented Development Program Manager</a>	24-20	\$7,692/month-\$9,306/month	5/6/2024	Until Filled



**Job Title:** Pipelayer

**Company:** Tapani

**Pay Range:** \$27.99 - \$37.67

**Background Check:** no

**Drug Testing:** yes

**Hours: & Days:** May vary, must be willing to work night, weekends, and out of town

**Benefits:** yes

**Job Summary:** The pipelayer is responsible for preparing and laying pipe for storm drains, sanitary sewers, waterlines, and other types of pipelines. The pipelayer ensures that trenches are properly excavated, shored, and prepared for pipeline installation.

**Requirements:** GED or above, transportation, understanding of the operations and maintenance of all tools and equipment utilized on site, and able to determine the right tools and equipment to do the job; general knowledge of shoring types.

**Preferred:** previous experience

**Complete description & to apply:** [Tapani](#)

**Job Title:** Carpenter

**Company:** Tapani

**Pay Range:** \$26.69 - \$40.04

**Background Check:** no

**Drug Testing:** yes

**Hours: Days:**

**Benefits:** yes

**Job Summary:** Carpenters construct and repair building frameworks and structures; carpenter builds and strips concrete formwork.

**Requirements:** GED or above; 1-2 years' experience in concrete; forklift certification; use hand tools, cut straight, build straight.

**Basic Skills:** strong communication skills, and professional working style

**Preferred:**

**Complete description & to apply:** [Carpenter](#)

**Job Title:** Mover/Driver (Russian or Ukrainian speakers welcome to apply)

**Company:** Moving Cab Corp.

**Pay Range:** \$20-\$25

**Background Check:** yes

**Drug Testing:** yes.

**Hours: & Days:** Flexible, Saturday off

**Benefits:** no



**Job Summary:** Moving Cab Corporation is seeking reliable and hardworking individuals to join our team as part-time drivers/movers. The ideal candidate will be responsible for safely transporting and moving customers' household goods and providing exceptional customer service.

**Requirements:**

- Valid driver's license
- Clean driving record
- Ability to lift heavy items (up to 75 lbs.)
- Excellent customer service skills
- Strong attention to detail

**Complete description & to apply:** Please email us [igo@moving.cab](mailto:igo@moving.cab) for more details and to submit your application.

**Job Title: Communications and Outreach Assistant hybrid work**

**Company: Clark Conservation District**

**Pay Range: \$21.21- \$24.39**

**Background Check:**

**Drug Testing:**

**Hours:** 8-4:30 (some PM or weekend work) **Days:** Mon-Fri.

**Benefits:** Yes

**Job Summary:**

The Communications and Outreach Assistant will help support the District's communications, grow our digital marketing campaigns (including social media, newsletter, and website), create printed materials to promote our programming, and assist in our community engagement projects and events. Clark CD has a small staff, and each of us is sometimes called upon to do a wide range of job duties: Flexibility, prioritization, and excellent communication skills are crucial to the position.

**Requirements:** 1 - 2 years of experience in communications, marketing, outreach, or equivalent combination of education and experience. Transferable experience and skills will also be considered. Excellent written, verbal, and visual communication skills. Drivers license

**Complete description & to apply:** [Communications Assistant](#)

**Skilled Trades Accepting Application for Paid Apprenticeship "Earn While You Learn":**

[Craft Laborers](#) (Oregon,)

[Concrete Finishing](#)

[Brick Mason](#)

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[Sign Hanger](#)

[Roofers](#)

[Protective Signaling](#)

[HVAC Technician](#)

[Sheet Metal](#)



**Job Title:** Criminal Justice Records Technician and Evaluation Program Specialist

**Company:** Multnomah County

**Pay Range:** \$39.79 – 45.21

**Background Check:** yes

**Drug Testing:** yes

**Hours:** 8-5      **Days:** Mon. – Fri.

**Benefits:** yes

**Job Summary:** The Department of Community Justice Adult Services Division (ASD) is looking for an experienced trainer and criminal justice database expert to teach the ASD records staff the records management and database processes within the department. This team uses various criminal justice databases, they give quality customer service, look for process efficiency, and give support for clients and staff.

As the Records Technician Trainer and Evaluation Program Specialist, you will provide training, coaching and feedback to all ASD records staff as you work to ensure process compliance of work unit practices, policies, State procedures and Interstate Agreements.

**Requirements:** Two years of work experience planning development and evaluation of records staff, to include the development of manuals and training; AND Bachelor's degree, or equivalent experience, in criminal justice, administration of justice, public administration, business administration, or a related field.

**Complete description & to apply:** [Multco Jobs \(myworkdayjobs.com\)](https://multcojobs.com)

**Job Title:** Class A Driver, TWIC endorsement

**Company:** Oxarc

**Pay Range:** \$32.

**Background Check:** yes, and must pass physical

**Drug Testing:** yes

**Benefits:** yes

**Job Summary:** Drive and deliver product to customers, Perform daily pre-trip and post-trip inspections on vehicle and all other appropriate paperwork. Fill out truck manifest prior to leaving store.

Fill out daily trip records including logbook and duty sheets.

**Requirements:** 2 years CDL experience. Able to drive tractor/trailers loaded with cylinders and freight and deliver goods to branch stores/customers.

**Complete description & to apply:** [hr@oxarc.com](mailto:hr@oxarc.com)



**Job Title: Sand Blast Operator**

**Company: Boeing (PDX)**

**Pay Range: \$19 - \$42.55**

**Background Check: yes**

**Drug Testing: yes**

**Hours: 2<sup>nd</sup> shift**

**Benefits: yes**

**Job Summary:** Employees in this position operate sandblast booths/equipment with coordination from customer requests to sandblast aircraft production parts. They provide a surface finish prepared for follow-on work, per work order (W/O) and Boeing (BAC) specifications.

**Requirements:** Computer skills; basic math, Experience in setting and using precision measuring tools and equipment such as micrometers, calipers, and/or dial indicators.

**Complete description & to apply: [Boeing](#)**

**Job Title: Materials Management Specialist B**

**Company: Boeing (PDX)**

**Pay Range: \$18-\$41.35.**

**Background Check: yes**

**Drug Testing: yes**

**Hours: 2<sup>nd</sup> shift**

**Benefits: yes**

**Job Summary:** Employees in this job may receive, sort, store, kit, inventory, issue, release, route, locate, coordinate, prepare and move materials (such as: raw materials, tools/tooling, parts, drawings, equipment/support equipment supplies, surplus property, and hazardous materials and waste)\* for one or more assigned areas. Perform unloading of all vehicles, or other material movement devices as required.

**Requirements:**

**Basic Skills:** Warehouse operations experience, supply chain and inventory management. Capable to lift/pull/push up to 35 lbs.

**Preferred:**

**Complete description & to apply: [Materials Mgt](#)**

**Job Title: Police Records Clerk/Dispatcher1/11**

**Company: City of Camas**

**Pay Range: \$4,60 - \$6,260 level 1, \$5,243 - \$6260 level 11**

**Background Check: yes**

**Drug Testing: yes**



**Hours: 8-5 Days: Mon-Fri**

**Benefits: yes**

**Job Summary:** Dispatch and records functions

**Requirements:** Education equivalent to the completion of the twelfth grade. One year of clerical or administrative support experience is desirable. Technology skills including intermediate MS Office skills (Excel, Word)

**Complete description & to apply:** [City of Camas](#)



**Attention Veterans, retirees, and military spouses!**

**L&I Veteran Placement Program State of Washington**

The Department of Labor and Industries (L&I) is excited to announce the implementation of the Veterans Placement Program (VPP). This program is presented in alignment with Governor's Executive Order 19-01 Veteran and Military Family Transition and Readiness Support.

L&I is seeking transitioning active-duty military members, Veterans, retirees, and military spouses to participate in this one-of-a-kind program. This exciting opportunity provides you with a direct avenue to your civilian career. Bring your skills and talents to L&I, the Employer of Choice. Join our team and work

in a positive, goal-oriented atmosphere. Your reward at the end of each day is satisfaction of a job well done and knowing you have provided an invaluable service to our fellow citizens of Washington.

The Veteran Placement Program is right for you if you want to:

- Start a new paying job right away.
- Gain experience in a new career field.
- Have a unique opportunity to gain experience working in state government.
- Be eligible for competitive civilian benefits.
- Start a temporary opportunity with the potential to be converted to a permanent placement.

To qualify as a VPP participant, you must meet one of the following criteria:

- Be a currently serving active-duty military member honorably transitioning from active service, within 60 days of discharge.
  - Army, Navy, Air Force, Coast Guard, Space Force, or Marines
- Or be a currently serving Army or Air National Guard or Reserves member.
- Or be an honorably discharged military member or retiree.
- Or be the spouse of a currently serving military member (all branches)



As a VPP participant, you will be given exciting opportunities to join programs across the agency in a variety of job classifications and locations. All positions will be hired as a non-permanent opportunity, with the future possibility of rolling over to permanent status.

The positions that often become available for our VPP participants are:

- **Customer Service**
- **Office Assistant**
- **Fiscal Auditor**

**Complete description & to apply:** [State of Washington Job Opportunities | Departments: Dept. of Labor & Industries | Sorted by Posting Date descending | Work that Matters \(governmentjobs.com\)](#)

### **Resource for our reentry/justice involved job seekers**



**Permanent opportunities available.**

221 NE 104<sup>th</sup> Ave. G-108 (off Mill Plain, near I-205)

<https://www.general-lbr.com/>

Stop by office, visit website, or contact: Evelin Acost: [evelin@geneal-lbr.com](mailto:evelin@geneal-lbr.com)