

**Jobs****Classifieds****Jobs****Classifieds****MULTNOMAH COUNTY****Data Entry Operator**

\$6.51 per hour, data entry of all Assessment & Taxation property and tax records on XL-40 Mini-Computer. Ability to understand coded programs, interpret documents, understand and follow moderately complex written and oral instructions. Experience with mini-computer transmissions, tape mount and dismount, and Job Control language helpful but not necessary. Applicants must have six months of recent work experience recording documents by means of computer techniques as a keypunch operator. Apply by May 3, 1985.

**WHERE TO APPLY:**

Multnomah County Courthouse  
1021 SW Fourth Avenue, Room 134  
Portland, Oregon 97204  
*Equal Opportunity Employer*

**MEDICATIONS****Resource Coordinator**

Dynamic, creative, self-starting coordinator for volunteer based community health clinic network. Experience in organizing and program development; knowledge of medical/pharmaceutical field; excellent oral and written communication skills. \$1,213 mo. & health insur. Send resume to:

**Administrator, Health Help Center**  
4842 N.E. 8th  
Portland, OR 97211

Deadline 5-3-85. No calls.

*Equal Opportunity Employer*

**POSITIONS OPEN****Sports Editor**

Need conscientious, professional sports journalist with experience in photography to run and maintain the sports section of a twice-monthly publication. Contact:

**Jim Smith, Publisher**  
Central Oregonian  
558 N. Main Street  
Prineville, OR 97754  
(503) 447-6205

**Sports Editor**

Seeking experienced sports editor for a daily publication. Layout experience preferred. Write:

**Editor, LaGrande Observer**  
1406 5th Street  
LaGrande, OR 97850  
(503) 963-3161

**SUPERVISOR****Branch Claims**

SAIF Corp., Oregon's leading workers' compensation insurance carrier, is seeking Branch Claims supervisors for its Portland West, Portland East, Salem, Eugene, Medford and Bend branch offices. The individuals in this position will be responsible for supervising, directing, training and monitoring designated claim technical units to insure efficient, effective management activity and producing optimal claim results at the most reasonable total cost. Candidates must have a minimum of 3 yrs. insurance related experience in positions of increasing responsibility, supervisory experience preferred and a college degree or insurance related education. We offer excellent salary and benefits package. Please send resume to

**Human Resources Division**

SAIF Corporation  
400 High Street SE  
Salem, OR 97312

*Equal Opportunity Employer*

**ODOT**

AN EQUAL OPPORTUNITY EMPLOYER

**HEAVY EQUIPMENT MECHANIC**

\$1,626 - \$1,787 Monthly

The Oregon Department of Transportation, Highway Division, is accepting applications for the job listed above. Vacancies exist in Salem. Future vacancies in Bend and LaGrande. Work is repairing and modifications of heavy maintenance and construction equipment such as snow plows, motor graders, tractors, and diesel engines. Hydraulic and welding experience desirable. For information, contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 373-7663.

The Oregon Department  
of Transportation

**SECRETARY****4-Fifth to Full Time****Office of the Associate Director**

Qualifications: 3 yrs. secretarial exp; 60 wpm typing; experience on word processing equipment, preferably Wang; ability to maintain confidentiality of information and materials; experience desired. Outstanding spelling, grammar and punctuation skills; experience in establishing and maintaining filing systems; ability to communicate effectively in public and via telephone; previous experience desired; ability to deal with pressure of multiple priorities; ability to work independently with minimum of supervision. Starting salary \$12,022 to \$12,500 per annum (prorated for actual time worked) depending upon background. Letters of application and resumes must be received in the personnel office by 5 p.m. April 29, 1985. In letter of application indicate that you are applying for the Associate Director's Secretarial position. Apply to

**Personnel Office**

Northwest Regional Educational Lab.  
300 SW 6th

Portland, OR 97204

*Equal Opportunity Employer*

**CAREER****Opportunity**

Have you always wanted to run your own sales office? Allstate, a leader in the insurance industry, is currently looking for aggressive sales applicants that desire their own sales office in the Portland area. Our company will help you establish an office of your choice and back you in a company national advertising program. If you are willing to go that extra mile and have some college background, this may be the opportunity for you. Allstate has an excellent training program, benefits package, including group health and life insurance, Sears discount, Sears profit sharing and more. If interested, contact:

**Joe Bland**

at 246-0678

ALLSTATE INSURANCE CO.

*Equal Opportunity Employer*