

# Jobs Classifieds

## SUPERVISION

The Children's Services Division Department of Human Resources State of Oregon is seeking the services of a qualified agency to provide supervision, care, custody and related services for adolescent delinquent youth with verified alcohol and drug abuse problems. A copy of Request for Proposals #5-10-1, describing required services and proposal content, may be obtained by calling the CSD Contracts Office at 378-3542 in Salem. Proposals will be accepted at the CSD Contracts Office, 198 Commercial Street S.E., Salem, Oregon 97310, Attention: Malcolm Tabor, until 5:00 p.m., December 2, 1985. An Offeror's Conference to explain the Request for proposals and services to be purchased will be held at the

Children's Services Division  
198 Commercial St. S.E.  
in Salem, at 10:00 a.m.  
on November 6, 1985.

## INSURANCE

### Assistant Risk Manager Unified Sewerage Agency

\$1,863 - \$2,286/mo. Responsible position involving all aspects of employee benefits, worker's compensation and property and casualty programs. Substantial challenges will be offered in establishing a comprehensive risk management program. Req. increasingly responsible exp. in risk management programs including experience in workers' compensation, property and public liability loss control and insurance programs, and employee benefit programs. College-level coursework leading to an ARM or CPCU designation is desirable. Agency application forms required, resumes NOT accepted. Apply by November 15, 1985 to

Washington County Personnel  
150 N. First Ave., Room B-2  
Hillsboro, OR 97124  
(503) 648-8606

*Equal Opportunity Employer*

## JOBS Magazine

1463 N.E. Killingsworth  
Portland, OR 97211  
(503)288-0033

## LOSS CONTROL REP

City of Salem  
\$1,689-\$2,144/mo.

Technical administrative assistance in maintenance and improvement of City's employee safety program. Monitor and analyze worker's compensation claims. Four year degree in Safety, Business Admin. or related field or any equivalent combination of education and experience. Knowledge of state and federal safety codes; proper safety work practices and methods; workers' compensation laws and applications. Skill in technical writing; develop training programs; express ideas effectively orally and in writing; establish and maintain effective work relations with employees and public. Closing date 11/1/85. Apply:

City of Salem, Pers. Dept.  
555 Liberty S.E., Rm. 225  
Salem, Oregon 97301  
*Equal Opportunity Employer*

## ADMINISTRATIVE ASSISTANT I (REAL ESTATE DOCUMENT SPECIALIST) \$1,085 - \$1,710 Monthly

The Oregon Department of Transportation is recruiting for the above position located in Salem. You must have four years clerical and/or secretarial experience including at least one year at the journeyman level (equivalent to Clerical Specialist or Secretary with the State of Oregon). This position prepares and produces finished real estate documents. Special qualifications are solid understanding of real estate legal documents, i.e., trust deeds, mortgages, contracts, easements and other conveyances and demonstrated skill with word processing systems. Contact 0001 Personnel, 415 Transportation Bldg., Salem, OR 97310, (503) 375-7665. Apply before November 1, 1985.

The Oregon Department  
of Transportation



An EEO AA Employer

## SITES FOR SUCCESSFUL Business Expansion

in Southern Oregon. New Industrial Park offers purchase programs with terms. I-5 North of Grants Pass. Call your broker or call us for details.

(503) 476-7717

## ACCOUNTANT

### Immediate Full Time Position

Available to perform a variety of tasks with minimum supervision relating to general accounting area including preparation and processing of general ledgers and financial statements. Other duties include reconciliation of bank accounts and financial analyses. Must have 3 years comprehensive experience in accounting or completion of 9 hours of college level accounting principles plus 1 year minimum experience in accounting with emphasis in general ledger preparation. Please send resume or apply in person between 1:00 p.m. and 4:00 p.m. by Friday, October 25, 1985, to

American Red Cross  
Human Resources Dept.  
3131 N. Vancouver Ave.  
P. O. Box 3200  
Portland, OR 97208  
*Equal Opportunity Employer*

## ADMINISTRATIVE

### Assistant

Immediate full-time position available for a self-starter. Incumbent will provide necessary support by performing a variety of administrative staff work designed to relieve the administrative workload of comptroller by using independent judgment and action with minimum supervision. Must have knowledge of word processor, good typing skills and 3 years of increasing responsible professional experience involving a high degree of judgment and discretion. Please send resume or apply in person between 1:00 p.m. & 4:00 p.m. by Friday, October 25, 1985.

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## HOUSE FOR RENT

603 N. E. Brazee

2 Bedroom, 1 Bath, full basement, oil furnace. Hardwood floors living & dining room, fireplace in livingroom. First and last month. \$300 mo.  
Leola Dwyck 324-2423