

# JOBS & CLASSIFIED ADVERTISING

## SUB-BID REQUESTED

Contract No. 2:

Directional Drilling, Deawatering System, Chain Link Fence, Landscaping, Building, Electrical, Plumbing, Concrete

BID DATE: December 8, 1987 2:00 PM

Johnson Rock Products, Inc.  
P.O. Box 548  
North Bend, OR 97459  
(503) 756-5158

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractor and women and minority business enterprises.

## MULTNOMAH COUNTY

Custodian  
\$7.62 per hour

Performs cleaning and maintenance of County buildings, grounds and equipment; located in the downtown Justice Center; involves shifts and weekends, lifting up to 50 pounds, and working at heights and/or in small or restricted spaces; requires one year of full-time custodial experience. Apply by December 1, 1987.

Financial Technician  
\$9.67 per hour

Performs technical accounting duties including maintaining computerized subcontract and revenue ledgers, assisting with spreadsheet development and management, reconciliations, revenue/expenditure reports; requires one year of relevant clerical or fiscal experience. Additional college-level accounting coursework, governmental or non-profit accounting coursework or experience, knowledge of computer spreadsheet programs and touch 10-key operation desirable. Apply by December 4, 1987.

School Mental Health  
Consultant  
\$10.92 per hour

Provides consultation, diagnostic evaluation, and treatment for children and adolescents who exhibit severe emotional disturbances; requires a Master's degree in a mental health field plus two years of experience providing mental health services to children and families. Professional work experience in a school system is desirable; apply by December 4, 1987.

Corrections Officer  
\$9.93 per hour

Performs work in the custody, care and humane treatment of adult male and female inmates in a jail or other detention environment; controls; monitors and supervises the movement and activities of inmates; applicants must be 21, U.S. citizens, authorized to drive and have two years of college, two years of corrections, law enforcement or social service related work or a combination of education and experience.

WHERE TO APPLY  
Multnomah County  
Employee Relations  
Room 1430  
1120 SW Fifth Avenue  
Portland, OR 97204

An Equal Opportunity Employer

## WASHINGTON COUNTY JOBS

Civil Deputy  
\$1496-\$1818/mo.

Aging Services  
Program Specialist  
(Part-Time)  
\$11.46-\$13.92/hr.

Call (503) 648-8607  
for information.

County application forms req. Apply by December 4, 1987 to:

Washington County Personnel  
An E.O.E.

## BEAUTICIANS WANTED

Whips and Waves  
4845 N.E. Union  
249-3900

## ACCOUNTING

### PAYROLL ACCOUNTANT

Blue Cross & Blue Shield of Oregon, a major health insurance company with a work force of 1500-plus employees, has an immediate opening for a Payroll Accountant. Incumbent will be responsible for preparation of semi-monthly payroll and all related payroll tasks & employee benefit reports for the company.

Qualified candidates must have a minimum of 1 year experience in payroll using an on-line computerized payroll system, a thorough knowledge of Federal, State & local tax laws, CRT, 10-key by touch, good math skills, legible handwriting and accurate typing. Good communication skills with ability to deal effectively with all levels of employees is essential. Must be flexible and available to work additional hours as necessary.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

Blue Cross and  
Blue Shield of Oregon  
Human Resources Dept.  
5th Floor  
100 S.W. Market  
Portland, OR 97201

Equal Opportunity Employer

## ATTORNEY

The Portland Development Commission, dedicated to enhancing Portland's quality of life, is seeking an attorney to provide legal services in the areas of real property loans and financing, bankruptcies, and foreclosures.

Working for our Legal Counsel, responsibilities include providing legal support to staff on housing and economic development loans, foreclosures, subordinations, and bankruptcies. Requires two years' experience as a member of the Oregon State Bar, with experience in real estate financing and creditor remedies.

In addition to a starting salary of up to \$33,900, we offer the opportunity to be an integral member of a motivated team. To apply, request a Commission application packet by calling (503) 796-5295.

## PORTLAND DEVELOPMENT COMMISSION

1120 SW Fifth Ave.  
Portland, OR 97204

Equal Opportunity Employer

### EXECUTIVE DIRECTOR

Sponsors, Inc., a community organization which serves and advocates for released prisoners and their families, seeks applicants with skills/experience in general administration, fund raising, and program development. A passionate commitment to justice is necessary.

Salary: \$15,000-\$17,500.

Minorities and women are encouraged to apply. For additional information, call 503-485-8341.

Send resume to:

Search Committee  
767 West 8th St.  
Eugene, OR 97402  
by December 10, 1987

### CONVERTER MAINTENANCE ASSISTANT

Converter control clerk for all incoming and outgoing converters. Converter sweeping and minor repair. Deliver and pick up converters from remote offices. (This position description is not all inclusive. The position may require additional duties not listed above.)

Minimum Qualifications: Must be a self-starter capable of working alone. Must be reliable and able to work well with other people. Valid Oregon driver's license and good driving record. Physical ability to perform required duties.

Preferred Qualifications: AA degree in electronics or equivalent. Typing and/or keypad experience.

Closing date: December 1, 1987.

Respond to:

TCI Cablevision of Oregon, Inc.  
Attn: Jim Warhurst  
3439 S.W. Bond St.  
Portland, OR 97201

### HOMEWORKERS WANTED

WANTED!

TOP PAY!

C.I.

121 24th Ave., N.W.  
Suite 222  
Norman, Oklahoma 73069

### MEDICAL CLAIMS ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting applications for immediate openings in the Medical Claims Processing Department. Position requires individuals with heavy medical background including strong medical terminology, coding, and experience in doctor's office or hospital setting. CRT/typing a must. Previous processing experience highly desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

Blue Cross and  
Blue Shield of Oregon  
Human Resources Dept.  
5th Floor  
100 S.W. Market  
Portland, OR 97201

Equal Opportunity Employer

### PART TIME HOME MAILING PROGRAM!

Excellent income! Details, send self-addressed, stamped envelope. WEST, Box 5877, Hillside, NJ 07205.

### PART TIME PROOF OPERATORS (20 HOUR BASE)

Individual needed with six months previous experience who can work swing shift hours, 4:30 or 5:30 p.m. until finish (approximately 4 hours per day) Monday through Friday at our SW Macadam location. Excellent hourly incentive wages for fast and accurate operators. We offer a highly competitive salary commensurate with experience. This position provides an excellent career opportunity in a challenging work environment.

Qualified applicants should forward their resume and salary requirements to:

OREGON BANK  
PERSONNEL DEPARTMENT  
1001 SW 5th Avenue  
Third Floor  
P.O. Box 3066  
Portland, OR 97208

APPLICANT HOURS  
9-1 Mon-Fri

Equal Opportunity Employer

### REGISTERED NURSE Current and Future Openings 1987-88 School Year

Providing health care to students enrolled in public schools pre-kindergarten through 12th grade throughout Multnomah County.

Qualifications: Valid OR Diver's License; practice as a Registered Nurse, minimum of one years' experience within the last five years; and school nursing or pediatric/adolescent nursing of a school-age child, or public health nursing of a school-age child, or emergency nursing, or a minimum of 1280 hours of experience in the M.E.S.D. volunteer program within the last five years. Valid driver's license and a vehicle available for use.

Salary placement on M.E.S.D.-OEA salary schedule commensurate with verifiable education. 1987-88 minimum of RN Step 0-\$17,800—to a maximum of an RN Step 4-\$19,936; or a Master Nursing or Social Work Step 1 (one)-\$20,149—to a maximum Step 4-\$22,284. Based on 190 full-time days. Prorated if less than full-time.

Application Deadline: 11-30-87, 2 p.m., to be considered for first reading. Open until filled.

Please come to:  
Personnel  
220 S.E. 102nd  
Portland, OR  
or call Jeneane  
255-1841 x 207

for a Multnomah E.S.D. application.

An Equal Opportunity Employer

### SECRETARY, LEVEL 3 (PART TIME) Executive Director's Office NW Regional Educational Lab

The Secretary will be responsible to the Management Assistant for the Executive Director. Working hours will be from 9:30 a.m. - 4:30 p.m., Mon.-Fri.

Qualifications include 3 yrs secretarial experience, type 70 wpm w-accuracy, excellent proofreading skills, word processing exp (preferably Wang), excellent skills in spelling, sentence structure, usage & reading comprehension. Must be able to work under pressure and w-minimal supervision, maintain strict confidentiality of information & materials, and possess good interpersonal skills & professional presence.

Salary: \$13,069 per annum (prorated at \$10,455 for .8 FTE) — excellent benefits.

Letters of applications & resumes must be received in the Personnel Office by 3 p.m., Thursday, 12/10/87; in letter, indicate you are applying for the position of Secretary in the Executive Director's office. Apply to:

Northwest Regional  
Educational Laboratory  
101 SW Main St., Suite 500  
Portland, OR 97204

NWREL is an Equal Opportunity Employer and encourages minorities to apply for this position.

### NEED CREDIT?

No Credit Check! \$300 Credit Limit, your own Credit Card, National Mail Order Firm has new credit plan for people with bad/no credit. For info send name/address to:

Credit Dept.  
P.O. Box 280459  
Dallas, TX 75228  
or call  
(214) 270-9816

### HOUSES FOR SALE

Government Homes for \$1.00 (U Repair) BUY DIRECT! Reposs & Tax SEIZED Properties. Call TODAY for FACTS!

1-518-459-3546  
Ext H6061A  
(Toll-Refundable)  
24 HRS.

### WANTED TO BUY

PMT reproduction camera. Call Les, Keizer-Times, (503) 390-1051.

### SUBSTITUTE REGISTERED NURSE

On-call basis only. 1987-88 school year providing health care to students enrolled in public schools, pre-kindergarten to 12th grade throughout Multnomah County.

Qualifications: Valid RN license to practice as a Registered Nurse, minimum of one year experience within the last five years, and school nursing or pediatric/adolescent nursing of a school-age child, or public health nursing of a school-age child, or emergency nursing, or a minimum of 1280 hrs. of experience in the N.E.S.D.'s volunteer program within the last 5 years. Valid driver's license and a vehicle available for use.

Salary: \$93.68 for 8-hr day; \$46.84 for 4-hr. day.

Application Deadline: 11-25-87 2 p.m., to be considered for first screening. Open until filled.

Please come to:  
Personnel  
220 S.E. 102nd  
Portland, Oregon  
or call Jeneane at  
255-1841 x 207  
for E.S.D. application form.

Equal Opportunity Employer

### TYPISTS

Hundreds weekly at home! Write: P.O. Box 17, Clark, NJ 07066

### VICE PRESIDENT OF FINANCE AND INFORMATION

The Private Industry Council is recruiting for a senior level management position. This position acts as the chief budget officer whose responsibilities include management of program budgets, financial operations and analysis, program compliance including direction of risk management and management information systems. This position will prepare financial reports, coordinate external audits and provide technical assistance relating to expenditure, monitoring and local area network. Candidates for this position must have a Bachelor's degree in Accounting or Finance with a concentration of courses in computer science and prior work with automated accounting systems. Preferred qualifications include knowledge of government accounting, grants management, auditing and supervisory experience; CPA/MBA desirable. Salary range: \$25,986 to \$40,930 plus benefit package. Closing date 5 PM, December 9, 1987. Applications available at:

The Private Industry Council  
520 SW 6th Ave.  
Suite 400  
Portland, OR 97204

An Affirmative Action/Equal Employment Opportunity Employer

## MULTNOMAH COUNTY CALL FOR BIDS

NE CORBETT HILL ROAD

Bids Due: December 15, 1987 at 2:00 P.M.  
Bid No.: B61-200-1789

Sealed bids will be received by the Director of Purchasing, Multnomah County Purchasing Section, 2505 S.E. 11th Ave., Portland, OR 97202 for: Guard Rail Installation.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. CHECKS AND MONEY ORDERS ONLY. Plans and Specifications will not be mailed within the Tri-County area.

PREQUALIFICATION OF BIDDERS: Pursuant to the Multnomah County Public Contract Review Board Administrative Rules (AR 40.030) Prequalification shall be required for this project for the following class(es) of work: PAVING, GUARDRAILS.

Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application or proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County by not later than 10 days prior to bid opening.

Details of compliance are available from the Purchasing Section, Department of General Services, 2505 S.E. 11th Avenue, Portland, OR 97202, (503) 248-5111.

NONDISCRIMINATION: Bidders on this work will be required to comply with the provision of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

No bid will be received or considered unless the bid contains a statement by the bidder as part of his bid that the requirements of 279.350, 279.352, 279.355 and 279.356 shall be met.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

K. BUSSE, DIRECTOR  
PURCHASING SECTION  
November 25, 1987

### INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS

RE-ADVERTISEMENT FOR CALL FOR BIDS

Sealed bids will be received until 3:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

BID FILING DATE	DESCRIPTION
Dec. 15, 1987	Custodial Supplies and Equipment for Warehouse Stock, 1988-89.
Dec. 15, 1987	Diploma Covers and Inserts for Various High Schools, 1987-88.
Dec. 22, 1987	Sellwood Middle School Addition and Remodeling.
Dec. 22, 1987	Wilson Field Lights.
Dec. 22, 1987	Demountable Classroom Buildings for Sabin School.

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact Michael J. Hutchens, Director of Purchasing, 249-2000, Extension 581.