

# JOBS & CLASSIFIED ADVERTISING

## ACCOUNTING CLERK

Provide support in the routine functions of the Clerk II position as well as the secretarial/clerical duties for the accounting department.

**EXPERIENCE AND SKILLS:** High School graduates or equivalent; six months to one year of experience in responsible bookkeeping and/or data entry work; type 45 words per minute; and operate calculator by touch.

**SALARY:** \$1190 per month

### APPLY AT:

HAP

1605 N.E. 45th Avenue

between 8:30 a.m. and 4:00 p.m. Applications will be accepted until 4:00 p.m., Friday, December 11, 1987.

An Equal Opportunity Employer

## ADMINISTRATIVE STAFF ASSISTANT

Salary \$1419-\$1811 per month

This is a non-union confidential position performing a variety of complex and advanced secretarial and clerical work in direct support of the Human Resources and Administrative departments, acts as department receptionist. Requires three years' progressively responsible office assistance, record keeping, and secretarial work, and experience using or training in word processing and/or spreadsheet software. Skills required include typing 60 wpm with high level of accuracy, and use of calculator, dictaphone, and personal computer. Must be able to accurately compile data and transfer to forms and reports and to maintain accurate records. Further written information regarding job duties and requirements can be obtained from:

West Linn City Hall  
22825 Willamette Drive  
West Linn, Oregon 97068

Interested applicants must submit a West Linn employment application to be received at City Hall on or before 5 p.m., Friday, December 18, 1987.

An Equal Opportunity Employer

## AREA SECRETARY

The Housing Authority of Portland is looking for an Area Secretary. This position performs all secretarial functions in an Area Office including typing, filing, ordering supplies and forms.

### EXPERIENCE AND SKILLS:

Must type 55 words per minute; have working knowledge of office procedure; have a demonstrated ability to deal smoothly and effectively with the general public; have the ability to remain calm under pressure; and have two years college, business school, or one year of responsible office experience.

**SALARY:** \$1190 per month

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## COUNSELING

Cal. State University Chico seeks counselor/clinician to fill a full time, 10 yr track position. Duties split between personal/adjustment counseling & career counseling, both individual & group modes. Exp. w/ college students & PhD pref. Starts Aug 24 at \$31,080 on 12 mo contract. Write for job announcement. Send applications, resume & 3 letters of recommendation by Dec 31 to:

Chair  
Counselor Search Committee  
CSU  
Chico, Calif. 95929

Equal opppty/affirmative  
action employer

## ASSISTANT ASSOCIATE DEAN COLLEGE OF ARTS AND SCIENCES (SPACE)

Lewis and Clark College

This position is responsible for the development, implementation, and management of Lewis and Clark College of Arts and Sciences. Summer Session Program, as well as Bridge and Resuming (undergraduate) Program; including research, planning and evaluation. Responsibilities include: grant writing, coordination of the personnel and work in those offices which perform functions directly related to the above duties, serving as the deputy of the Deaf of the College of Arts and Sciences, and, as requested, assisting in all other areas of the Dean of the College of Arts and Sciences' responsibilities. Salary range: commensurate with qualifications and experience. Full-time, twelve-months administrative position. Position effective July 1, 1988.

Qualifications: Doctorate required; minimum of three years' experience required with Summer Session, Bridge, and Resuming Education Program in an academic institution; proven ability to work effectively with faculty and administrators.

Applications, including a cover letter, curriculum vitae and list of references, should be directed to:

The Dean of  
The College of Arts and Sciences  
Campus Box 71  
Lewis and Clark College  
Portland, OR 97219

Application deadline is December 31, 1987.

Lewis and Clark College is an  
Equal Opportunity/  
Affirmative Action Employer

## CLERK TYPIST

Part-time position at mental health center. Typing 55 wpm, excellent spelling required. Send resume by 12/16/87 to:

CLERK TYPIST  
CCMH  
6329 N.E. Union  
Portland, OR 97211

## COMMUNICATIONS SPECIALIST

Rotating shifts and days off. To establish a 6-month eligibility list through June 30, 1988. Receive emergency and non-emergency requests for police, fire and medical services; prepare incident reports; operate computer terminals. Experience/training in handling full range of non-dispatch functions for public safety communications; business practices and typing. Must pass Emergency Medical Dispatch course by end of 6 month probation. Eligible for promotion to Comm. Spec. II upon completion of probation and promotional exam. Closing date: 12-18-87. Apply:

City of Salem  
Pers. Dept.  
555 Liberty SE, Rm 225  
Salem, OR 97301

EOE

## EXECUTIVE DIRECTOR

Oregon Chapter, NASW, a growing, politically active organization — .6 FTE. Exciting and challenging position requiring administrative and public relations skills. Experience with non-profit and volunteer organizations preferred. Must be flexible and willing to travel. Excellent salary and benefits. Minimum requirements: MSW plus experience. Send resume to:

NASW SEARCH COMMITTEE  
109 N.E. 50th Ave.  
Portland, OR 97213

EOE

## HOMEWORKERS WANTED!

TOP PAY!  
C.I.  
121 24th Ave., N.W., Suite 222  
Norman, Oklahoma 73069

## FOUNDATION DIRECTOR

Institutional advancement. Application and job description are available at:

Personnel Services  
Lane Community College  
400 E. 30th Ave.  
Eugene, OR 97405

LCC application must be post-marked no later than January 4, 1988.

1-503-726-2211

An Affirmative Action/  
Equal Opportunity Institution

## JOBS

The Portland Observer is a weekly minority newspaper whose purpose is to reflect the current views and concerns of the Black and minority communities in N/NE Portland and to empower these communities by providing information about issues which impact them, locally and nationally.

The Observer is seeking employees dedicated to these purposes, who believe in the equality of all people, and who are knowledgeable about issues and concerns of minority communities.

We seek experienced newspaper people to work on a part-time basis to perform proofreading, layout design, display ad design, PMT specs, and paste-up tasks with a high degree of accuracy and productivity.

In addition, ideal candidates will be able to work swing shift hours Monday and Tuesday; and on Wednesday until final paste-up is completed.

Submit resumes to:

Leon Harris  
Manager & Controller  
Portland Observer  
P.O. Box 3137  
Portland, OR 97208

EEO/AA

## PORTLAND OBSERVER

"The Eyes and Ears of the Community"  
288-0033

## LIBRARY DIRECTOR

Oregon State Library  
Talking Book and  
Braille Services

Responsible for the management of all programs and activities of the state-wide program providing library services to visually and physically eligible patrons. Master's degree in library science, and three years' professional library experience required. Salary range \$2114-\$2699 monthly. For application and more information, contact:

The Personnel Office  
Oregon State Library  
State Library Building  
Salem, Oregon 97310-0640  
or call  
378-4243

Position open until sufficient applications are received.

## MEDICAL CLAIMS ANALYST

Your knowledge of medical terminology, ICD-CPT coding, CRT skills and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst.

If your New Year's resolution is to put your claims processing skills to good use, Blue Cross & Blue Shield of Oregon may be able to help you. Apply NOW for a position to begin January 18, 1988. Avoid the holiday rush!

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

## MENTAL HEALTH

Chronically mentally ill adult outpatient population, crisis intervention skills, with strong and voluntary commitment and on-call experience preferred, please. Master's degree in Mental Health field, or Bachelor's degree plus two years' experience required. Excellent salary and benefits. Resume to:

Rodney R. Harry  
Personnel Officer  
N/NE Community Mental  
Health Clinic  
310 N.E. Oregon  
Portland, OR 97233  
239-8871  
Closing 12-21-87

Equal Opportunity Employer

## MULTNOMAH COUNTY

Management Information  
Systems Coordinator  
Department of Human Services  
\$27,603 - 35,893 annually

Coordinates the Department MIS development and improvement; facilitates user steering committee; represents Department on data processing management committee; supervises work processing unit; requires two years experience analyzing, developing and maintaining information systems; a 4 year degree in political science, public administration or related field and human services administration experience is desirable; apply by December 18, 1987.

Pre Admission Screening  
Nurse  
\$11.39 - 14.81 per hour

Assesses medical, nursing and rehabilitation needs of senior and disabled clients; requires BSN and skills and experience in hospital discharge planning, home health, interfacing with medical providers, community organizations, case management staff for training, evaluation, assessment and consultations. Apply by December 18, 1987.

Purchasing Manager  
\$31,487 - 40,925 annually

Manages centralized purchasing with a staff of 12-15 providing procurement of \$80 million in materials and services for a variety of County activities; requires managerial experience and knowledge of laws and regulations; degree and knowledge of automated control systems are desirable. Apply by December 18, 1987.

## WHERE TO APPLY

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

An Equal Opportunity Employer

## PART TIME HOME MAILING PROGRAM!

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

## SALES OPPORTUNITY

Two years' advertising sales experience necessary. Send resume to:

P.O. Box 14957  
Portland, OR 97214

## TELEVISION LOCAL SALES ASSISTANT

Applicants must have good typing skills, computer knowledge and good telephone skills. Previous media experience is helpful. Will work with seven sales people and local sales manager. To apply, resumes only to:

Dale Coloma  
Local Sales Manager  
KPDX TV  
P.O. Box 49  
Portland, OR 97207

EOE

## TYPISTS

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

## ULTRASOUND TECH

Have the Pacific Ocean at your front door. Crabbing, clamming, beachcombing all year long. Full time opening for Ultrasound Technologist in progressive, JCAH hospital. Registered or Registree eligible. Competitive salary, excellent benefits. Contact:

Personnel  
Pacific Community Hospital  
721 S.W. 9th  
Newport, OR 97365  
1 (503) 265-2244

## MASTERCARD

No one refused. Regardless of credit history. Also ERASE bad credit. Do it yourself. Call:

1-619-565-1522  
Ext. C30260R  
24HRS.

## LOSERS WANTED

Lose up to 29 lbs., inches, and cellulite this month. Doctor recommended as seen on TV. I've lost over 50 lbs. myself!

Call Today!  
312-994-8376

## RECREATIONAL VEHICLES

'77 23' Mel-Mar Mini Motorhome. PS, PB, tilt, cruise, 400 V-8, less than 64,000 miles, coach air, double door reefer, rear lounge. Nice! Nice! Nice! \$10,850. Oceanway RV, Dayton Junction Hwy-18 & 99W. (503) 434-6505 or (503) 864-2243.

## PORTLAND OBSERVER

"The Eyes and Ears of the Community"  
288-0033

## REQUEST FOR LETTERS OF INTEREST MINORITY, DISADVANTAGED, OR WOMAN-OWNED BUSINESS ENTERPRISES

Oregon Waste Systems, Inc., a subsidiary of Waste Management of North America, Inc., is proposing to construct a 700 acre sanitary landfill on a 2,000 acre parcel in Gilliam County, Oregon, 10 miles south of Arlington. Oregon Waste Systems is seeking to landfill municipal solid waste.

In summary, the project will involve earth movement, road construction, building construction, landscaping, and other activities/facilities in support of landfill construction and operation. While specifications and detailed plans are not yet available, construction would likely be scheduled beginning in March - June, 1988, with completion and the beginning of operations expected in March - June, 1989.

In order to secure an agreement to provide landfill services for the Metropolitan Service District, Oregon Waste Systems must satisfy Metro's requirement regarding minority, disadvantaged, or woman-owned business enterprises as subcontractors in the construction and operation of the landfill. Metro has certified the list of minority firms prepared by the Oregon Department of Transportation as eligible for recruitment. Currently certified minority, disadvantaged, or woman-owned businesses are asked to respond to this request if they wish to be considered for bidding on subcontract work should Oregon Waste Systems be selected by Metro.

Your letter of interest should describe your firm's capabilities and experience for those services you are interested in providing. Direct responses to:

Oregon Waste Systems, Inc.  
5330 N.E. Skyport Way  
Portland, OR 97218  
Attention: Linda Marshall

Responses are requested by December 10, 1987, to allow us to incorporate them into our December 14 bid submittal. Metro has 180 days after that date to select a landfill vendor. If selected by Metro, Oregon Waste Systems will solicit specific proposals from respondents to this solicitation.

## INVITATION FOR BIDS

The PORTLAND DEVELOPMENT COMMISSION will receive sealed Bids for Demolition of buildings and structures and Site Clearance of

Three (3) Commercial Structures and Site Work in the Convention Center Site Block 40, Portland, Oregon.

until 2:00 p.m., Pacific Standard Time on the 22nd day of December, 1987 at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968, at which time and place all Bids will be publicly opened and read aloud.

Contract Documents, including Drawings and Specifications, are on file at the office of the PORTLAND DEVELOPMENT COMMISSION, at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968.

All bidders must comply with the provision of Chapter 279, Oregon Revised Statutes, relating to the qualification of bidders. The bidder's prequalification statement shall be prepared and presented on the City of Portland Prequalification Application and filed with the Portland City Engineer not later than nine (9) business days prior to the bid opening time.

A certified check or bank draft, payable to the order of the PORTLAND DEVELOPMENT COMMISSION, negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable Surety, in an amount equal to ten percent (10%) of the total Bid shall be submitted with each Bid.

The successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bond or Bonds.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on the Project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, and that the Contractor must comply with all provisions required by ORS 279.350 through ORS 279.356.

To assure compliance with the PORTLAND DEVELOPMENT COMMISSION'S Resolution No. 3455, Exhibit "A", MBE/FBE Recruitment, only bids in compliance with these MBE/FBE requirements shall be considered responsive.

The PORTLAND DEVELOPMENT COMMISSION reserves the right to reject any or all bids or to waive any informalities in the bidding.

Bids may be held by the PORTLAND DEVELOPMENT COMMISSION for a period not to exceed thirty (30) days from the date of the opening of the bid for the purpose of reviewing the bids and investigating the qualification of the bidders prior to awarding the contract.

Bidder shall be certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

PORTLAND DEVELOPMENT COMMISSION  
Patrick L. LaCrosse, Exec. Dir.  
December 8, 1987