

JOBS & CLASSIFIED ADVERTISING

ACCOUNTING

ASSISTANT AUDITOR

Blue Cross and Blue Shield of Oregon is currently accepting applications for an Assistant Auditor position in the Medicare Reimbursement & Audit Department. Qualified applicants will perform desk review and field audits on Medicare cost reports submitted by providers. Audits are performed at the provider's site requiring 1-2 weeks/month travel with audit team.

Qualified candidates will have a college degree with major in accounting including audit course credits. Previous work in accounting or healthcare is 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

ASST. WASTEWATER SERVICES MGR.

\$2613 - \$3319/mo.

The City of Salem, Oregon, is seeking a highly skilled individual to lead the operations unit of a large, complex wastewater plant. Position serves as Asst. Plant Mgr. Plant utilizes secondary treatment processes of pure oxygen activated sludge (UNOX), trickling filters and trickling filter/solids contact (TF/SC). Considerable progressively responsible experience in the field of wastewater treatment plant operations, supervisory experience; high school graduation supplemented by technical/college course work in chemistry, bacteriology or related field; completion of operator's short courses; or equiv. experience and training. Possess valid Class 4 Oregon driver's license and ability to obtain Oregon certification as Wastewater Treatment Operator IV.

Request City application and supplemental questionnaire at:

**City of Salem
Personnel Dept., Rm 225
555 Liberty SE
Salem, OR 97301
503/588-6162
Closing date: 1-15-88**

EOE

CLERICAL

Starting Salary
\$15,564

The Portland Development Commission, dedicated to enhancing Portland's quality of life, is actively seeking a clerical assistant to provide receptionist and word processing support to the Commission's Single Family Housing Section.

To be considered for this position you must have experience performing a wide variety of clerical duties including typing, maintaining records, light filing and answering phones. Requires excellent typing and word processing skills in typing memos, letters, contracts, and reports, as well as a knowledge of general office procedures.

We offer the opportunity to be an integral member of a motivated team. Apply at the address below.

**Portland Development
Commission
1120 SW 5th Ave.
Portland, OR 97204**

Equal Opportunity Employer

PART TIME HOME MAILING PROGRAM!

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

COOK

Full Time

Institutional experience preferred. Excellent benefits. Modern nursing home.

**Del's Care Center
319 N.E. Russet St.
Portland, OR 97211**

1 block north of Lombard, off Union Ave. Apply Monday thru Friday, 8:00 a.m. to 4:00 p.m.

APPLY DIRECTLY

CUSTOMER SERVICE SPECIALIST Lake Grove Branch

We offer an excellent career opportunity for an individual with experience in bank operations and supervision. Qualified applicants must possess three years banking experience, previous supervision experience, strong commitment to quality customer service, and excellent written and verbal communication skills.

We offer an excellent flexible benefits program, and a highly competitive salary commensurate with experience. Qualified applicants should submit 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

DATA PROCESSING

COMPUTER OPERATOR

Immediate opening for a Computer Operator with at least 1 year experience under OS operating system and experience in IBM 3033 or 3081 computer desired.

Individual will operate computer, disk drive, tape drives, multiple printers, and reader/punch. Will monitor system of performance by means of console terminal; will identify system or program malfunctions and initiate corrective action.

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

DATA PROCESSING

SYSTEM OPERATOR 2

For the Oregon Legislative Information System of the Legislative Administration Committee. Position operates automated equipment & systems used in processing legislative applications, installs & maintains software & hardware, investigates & resolves problems & trains employees in use of systems & software packages. Experience installing, testing & maintaining computer hardware & software required. Salary range \$1267-\$1574 per month. A Legislative Administration Committee application is required. Application materials must be received by 5 p.m., January 5, 1988.

Contact:
**Personnel Office
Legislative Administration
Committee
S404
State Capitol
Salem, OR 97310
(503) 378-8530**

TYPISTS

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

DEPUTY SUPERVISOR Washington State Dept. of Natural Resources

Washington State Dept. of Natural Resources - immediate vacancy for Deputy Supervisor for Resource Protection and Services. Exec. level position directs the development/implementation of policy/procedures for the dept's resource protection and internal service functions. Develops legislation; represents the department at hearings and meetings with legislature, public, and industry. \$50,000 - \$55,000/yr. DOQ. Desire Bachelor's Degree in Natural Resources, Pub. Admin. or allied. Five years progressively responsible line mgmt. exp., including two years in upper mgmt. (prefer natural resource mgmt.). The DNR is an equal opportunity employer and encourages women, minorities, the aged, and the handicapped to apply. Submit letter and resume by Jan. 8, 1988 to:

**Art Stearns
Supervisor
Dept. of Natural Resources
201 John A. Cherberg Bldg.
Olympia, WA 98504**

DISHWASHER Full Time

Institutional experience preferred. Excellent benefits. Modern nursing home.

**Del's Care Center
319 N.E. Russet St.
Portland, OR 97211**

1 block north of Lombard, off Union Ave. Apply Monday thru Friday, 8:00 a.m. to 4:00 p.m.

APPLY DIRECTLY

EXECUTIVE DIRECTOR

Olympic Area Agency on Aging seeks experience in management and senior citizen programs. Administer \$2M-plus budget in rural area. Diverse responsibilities include budget, supervision, community-based planning, operation of direct service, and advocacy. Salary range: \$31,500-\$35,000. Contact agency for application:

**P.O. Box 1062
Port Townsend, WA 98368
(206) 385-2564**

Applications due December 28th.

EOE

INSURANCE

SECRETARY TO MANAGER

Blue Cross & Blue Shield of Oregon, a major health insurance company, is currently accepting applications for a Secretary in their Group Accounting Dept.

Qualified applicants will possess strong technical skills including 80 wpm typing, transcription experience, 10-key, shorthand, and CRT background. Strong verbal and written communications skills are of equal value.

This position requires approximately 50% daily statistical typing & calculation; a strong mathematical aptitude is imperative.

Applications and resumes will be accepted through December 18, 1987.

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

WASHINGTON COUNTY JOBS

**Management Analyst
\$1986-\$2413 mo.**

Call (503) 648-8607 for information. County application forms req. Apply by January 8, 1988 to:

**Washington County
Personnel
An E.O.E.**

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

LIBRARIAN Cataloguing Section Supervisor Oregon State Library

Responsible for the supervision of all cataloguing department activities; perform cataloguing & classification of all forms of library materials. Salary range: \$1739-\$2217. Qualifications include a Master's degree in Library Science & 2 yrs professional cataloguing exper. For application and/or additional information, contact:

**Personnel Office
Oregon State Library
State Library Bldg
Salem, OR 97310-0640**

Application deadline: Jan. 20, 1988 or until sufficient applications are received.

LIBRARIAN Reference Librarian III Oregon State Library

Provides general reference services, and also specialize reference assistance in the fields of medicine, science & agriculture. Salary range: \$1735-\$2193. Qualifications include a Master's degree in Library Science, strong data base searching skills & 2 yrs of professional reference exper. Highly desired characteristics include a background in science/medicine & a finely developed sense of humor. For application and/or additional information, contact:

**Personnel Office
Oregon State Library
State Library Bldg
Salem, OR 97310-0640**

Application deadline: Jan. 20, 1988 or 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 SPECIALIST III

Case manager for adult C.M.I. clients. Ability to relate to minority population. Masters degree in mental health field with supervised practicum, or Bachelor's degree and two years' experience or any combination of experience and training. Comprehensive salary and benefits. Resume to:

**Rodney L. Harry
Personnel Officer
N/NE Community
Mental Health Center
310 N.E. Oregon St.
Portland, OR 97232
Phone: 503-239-8871
Closing 1-6-88**

Minorities encouraged to apply.

E.O.E.

MULTNOMAH COUNTY

**Employment Program Trainer
\$20,191 annually**

Trains juvenile offenders in effective job search techniques; tests and interviews individuals with employment barriers to assist in vocational guidance; apply by January 4, 1988.

**AIDS Outreach Educator
\$11.07 per hour**

Performs community health education work directed toward intravenous drug users; requires degree in health education or equivalent and one year of experience; apply by January 8, 1988.

**Adult Housing
Program Manager
\$28,564 - 37,146 annually**

Develops, implements and ongoing supervision of the Adult Housing Program; implements rules, policies, procedures, agreements and information systems; insures compliance with the Adult Care Home Registration Ordinance; requires related BS and five years of health or social services experience or MS and two years of experience; apply by December 31, 1987.

**Job Developer
\$20,191 annually**

Develops employment resources for juvenile offenders; markets program to employers, develops subsidized work experience sites, provides follow up services; requires two years of job development experience; apply by January 4, 1988.

**Programmer Analyst
PC Support
\$12.60 - 14.54 per hour**

Provides support services for IBM and Wang personal computer users; evaluates hardware/software requirements, facilitates training and manages inventory; required two years of IBM-compatible PC experience; experience in RBase, dBase III-plus, Lotus 1-2-3, Panlink and Wang PC's is desirable; apply by January 4, 1988.

WHERE TO APPLY

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

An Equal Opportunity Employer

MENTAL HEALTH TREATMENT COORDINATOR

Innovative day treatment program for 6-12 year-old emotionally disruptive children. Minimum BA plus 1 year's experience required.

Full-time and relief positions. Excellent benefits. Send resume to:

**Edgefield Children's Center
ATTN: Associate Director
2408 S.W. Halsey St.
Troutdale, OR 97060**

Equal Opportunity Employer

REAL ESTATE

UNION STATION AREA DEVELOPMENT ASSISTANT

The Portland Development Commission, dedicated to enhancing Portland's quality of life, is actively seeking an assistant to the Union Station area development Project Coordinator.

You will provide technical assistance for Union Station and other development projects, including providing data bases for project information, site research, development planning and strategies. Requires 1-plus years' experience with a design planning or development oriented organization, and an education in Planning, Real Estate, or Business. Experience in working with the business community, citizens group and government agencies is also helpful. Salary range: \$24,000-\$31,000.

We offer the opportunity to be an integral member of a motivated team. Apply at the address below.

**Portland Development
Commission
1120 SW 5th Ave.
Portland, Or 97204**

Equal Opportunity Employer

RECRUIT \$1669/mo.

Washington County, the fastest growing County in Oregon, is seeking applicants for the position of Recruit. Our Recruits train in basic law enforcement; learn procedures, rules and regulations of Public Safety; train in and perform patrol duties, crime scene and traffic accident investigations. Req. high school diploma or GED. Recruits who pass the probationary period of 1 year are eligible for promotion to Deputy Sheriff, the starting salary for Deputy Sheriff is \$1929/mo. County application forms req., resumes NOT accepted. Apply by January 15, 1988 to:

**Washington County
Personnel
150 N. First Ave., Room B-2
Hillsboro, OR 97124**

An E.O.E.

PORTLAND OBSERVER

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

ADVERTISEMENT FOR BIDS

Sealed bids for the Science Library Asbestos Abatement project will be received by the Oregon State Board of Higher Education at the University of Oregon Physical Plant Department, Conference Room 2, 1295 Franklin Boulevard, Eugene, Oregon 97403, until 2:00 PM PST, January 5, 1988.

Briefly, the work will consist of the removal of asbestos from existing suspended ceiling system and lighting fixtures, and sprayed-on insulation material on concrete pan ceiling system, including overspray on mechanical system.

For more information, contact:

**Physical Plant
University of Oregon
Phone 686-5243**

ADVERTISEMENT FOR BIDS

Sealed bids for construction of interior improvements for one 2-bedroom cottage, vehicle storage building apartment, and gatehouse for the Oregon Institute of Marine Biology, Charleston, Oregon will be received by the Oregon State Board of Higher Education until 4:00 p.m. PST, Thursday, January 14, 1988, in Conference Room 2, UO Physical Plant Department, 129 Franklin Blvd., Eugene, OR 97403-1276.

For further information, contact:

**UO Physical Plant
Phone: 686-5243**