

JOBS & CLASSIFIED ADVERTISING

AVIATION BUSINESS ANALYST

Portland International Airport

The Port of Portland has an immediate opening for a person to provide support to the Aviation Business Department. Duties will include planning, preparing, and revising of the Aviation Department operating budgets and providing financial assistance and information to the Aviation staff.

Preferred qualifications include previous successful experience demonstrating a knowledge of accounting systems, microcomputer systems and spreadsheet applications. Qualified individuals will also demonstrate an ability to work independently, be well organized and possess the ability to make independent decisions.

If interested and qualified, apply at:

**The Port of Portland
Employment Office
12th Floor
700 N.E. Multnomah
or call
231-5000, extension 700
for further information.**

All application materials must be received by 5:00 p.m., Friday, January 8, 1988.

The Port is an Equal Opportunity Employer

COMMUNITY RELATIONS SPECIALIST

The Port of Portland has an opening for a Community Relations Specialist to conduct Port-oriented education programs in the Port's mobile van at various schools throughout the tri-county area. This is a part-time, temporary position generally 20-30 hours per week, February 15 thru approximately May 31, 1988. Competitive candidates should have demonstrated ability to be articulate and audible while speaking before groups. Teaching experience at elementary school level and/or previous exposure to a public relations field or similar activity is preferred. Condition of employment: Valid Oregon or Washington driver's license or ability to obtain one upon hire. Starting salary \$7.16 per hour.

If interested and qualified, apply at:

**The Port of Portland
Employment Office
12th floor
700 N.E. Multnomah
or call
231-5000, ext. 700
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INSURANCE

MEMBERSHIP ACCOUNTANT

Health Maintenance of Oregon, a federally-qualified health maintenance organization (HMO) and a wholly-owned subsidiary of Blue Cross and Blue Shield of Oregon, is seeking qualified applicants for the position of Membership Accountant.

The position is responsible for data entry & maintenance of eligibility files, production of billing invoices & identification cards, and telephone interaction with group administrators. Requirements include at least 5 years related work experience, good communication skills, and accuracy with numbers. Previous supervisory or lead experience desired.

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**

PROGRAM EXECUTIVE B PROJECT DEVELOPMENT GROUP SUPERVISOR

ADULT AND FAMILY SERVICES DIVISION

**SALARY (\$2114-2699)
Excellent Benefit Package**

State of Oregon, AFS, needs energetic and innovative persons with excellent management/supervisory skills to supervise employees involved in project development for the Medical Assistance Program. This position is located in the agency's Health Services Section in Salem, Oregon. The Medical Assistance Program provides payment for medical services for Oregon's indigent population. We are especially looking for applicants with good interpersonal skills.

QUALIFICATIONS:

You must have three years of progressively responsible managerial experience or experience in a staff technical or professional function which has given you the knowledge skills, and abilities identified in the examination questionnaire.

In addition, you must have a Bachelor's degree or three additional years of responsible experience.

Preference may be given to applicants with marketing skills and a background in personal computers.

EXAMINATION:

If you qualify the test will be the questionnaire attached to Announcement No. OC880014. Your grade will be based upon your answers on the questionnaire and your supporting explanation.

Submit your State of Oregon Application (PD100) and the questionnaire to Announcement No. OC-880014. Follow the instructions with that announcement.

Obtain applications, the announcement and questionnaire at Personnel Center, 775 Court Street, Salem, Oregon 97310; or applications only are at any State of Oregon Employment Office.

Applications must arrive at:

**Adult and Family Services
Personnel Services Section
516 Public Service Building
Salem, Oregon 97310**

and be postmarked by January 25, 1988, to be accepted.

An Equal Opportunity Employer

EXECUTIVE DIRECTOR Community Health Clinics

Good communications and supervisory skills, budgeting and fundraising experience. Salary Range: \$20,300 to \$27,000. Send resume to:

**NHC
4842 N.E. 8th
Portland, OR 97211**

Equal Opportunity Employer

HEAVY EQUIPMENT MECHANIC

\$1,793 - \$1,971 Monthly

The Oregon Highway Division is accepting applications to establish a list from which future vacancies will be filled in Salem, Bend, and LaGrande. The work involves major/minor repairs and modifications to highway maintenance and construction equipment. Requires: four years of heavy equipment mechanics training; OR experience as journeyman automotive or general mechanic AND two years experience at subjourneyman level in a heavy equipment shop. Contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 378-6218 for employment application and recruiting announcement. Apply soon, since this recruitment may close at any time without notice.

An Equal Employment Opportunity
Affirmative Action Employer

The Oregon
Department
of Transportation



EXECUTIVE ASSISTANT 1 (C00270)

EASTERN REGION BUSINESS SERVICES COORDINATOR

ADULT AND FAMILY SERVICES DIVISION

**SALARY (\$1904-\$2417-MONTHLY)
Excellent Benefit Package**

State of Oregon, AFS needs an energetic and innovative person with excellent analytical and interpersonal skills to manage, track and allocate the budget process, including fiscal and facilities management, inventory control and up-grading of needed equipment. The job is located in Bend, Oregon.

QUALIFICATIONS:

You must have two years of progressively responsible administrative experience or two years in a staff technical or professional function which has afforded you planning, organizing, analysis, budgeting and personal computer skills and abilities and human resource program knowledge.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience.

TO APPLY:

Obtain State of Oregon applications (PD100) and the announcement (OC880003) at Personnel Center, 775 Court Street, Salem, Oregon 97310.

Follow the instructions on the announcement. Submit your State of Oregon application (PD100) and attachments to:

**Adult and Family Services
Personnel Services Section
516 Public Service Building
Salem, Oregon 97310**

Indicate the Announcement number and the Position Applied for in the box provided on the application.

Applications must be postmarked by January 20, 1988 to be accepted.

An Equal Opportunity Employer

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.**

WASHINGTON COUNTY JOBS

**Library Clerk
\$7.14-\$8.68/hr.**

**Librarian I
(County Youth Services)
\$9.89-\$12.03/hr.**

Call (503) 646-8607 for information. County application forms req. Apply by January 15, 1988 to:

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

DATA PROCESSING

PROGRAM ANALYST

Immediate opening for individual interested in program design and development. Incumbent will gather & analyze information for system development or modification, design, and specified system requirements; construct, test & implement system; and prepare system operation & user documentation.

Qualified applicant should have a minimum of 2 years OS and COBOL experience, preferably in large DP shop. College degree desired, preferably in computer science with training in system analysis. On-line programming & design, ADABAS/NATURAL, structured analysis and design 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

MENTAL HEALTH TEACHING PARENTS

Teaching parents needed to operate innovative group home for pre-delinquent boys, ages 11-14. Hours: Sunday p.m. to Friday noon. Bachelor's plus two year's experience in residential treatment or shelter care. Competitive salary, excellent benefits. Send resume to:

**RTC
Screening Committee
Edgefield Children's Center
2408 S.W. Halsey St.
Troutdale, OR 97060**

Equal Opportunity Employer

MOBILE VAN DRIVER

The Port of Portland is recruiting for a temporary Mobile Van Driver. Applicants must be able to operate a one-ton pickup, hauling a 38 foot, 5th wheel mobile classroom to assigned schools in the tri-county region. Duties also include light maintenance and minor mechanical chores. This is a part-time position with generally 20-30 work hours per week, February 15 thru approximately 5-31-88. Condition of employment: Valid Oregon or Washington chauffeurs driver's license or ability to obtain one upon hire. Starting salary \$8.00 per hour.

If interested and qualified, apply at:

**The Port of Portland
Employment Office
12th floor
700 N.E. Multnomah
or call
231-5000, extension 700
for further information.**

All applications must be received by 5:00 p.m., Friday, January 8, 1988.

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TYPISTS

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

MENTAL HEALTH TREATMENT COORDINATOR

Innovative day treatment program for 6-12 year-old emotionally disturbed 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

SPECIFICATION WRITER Design Engineering

The Port of Portland has an immediate opening for a person to write construction project specifications for assigned work and to assist in establishing and maintaining efficient systems for preparation and retention of construction specs and related documents.

Preferred qualifications include education or work experience in technical writing, a background in contract documents, a good knowledge of engineering vocabulary and CSI format. Also preferred is general experience and/or knowledge of design procedures and construction methods.

In addition to a comprehensive benefits package the Port offers a starting salary range from \$20,000 to \$24,000. Applications may be obtained at:

**The Port Employment Office
12th Floor
700 N.E. Multnomah
or by calling
231-5000, extension 700**

All application materials must be received in the Employment Office by 5:00 p.m. Friday, January 15, 1988.

The Port is an Equal Opportunity Employer

FOR SALE

'78 Mercedes 280SE, Arctic Blue, sun roof, cruise control, leather interior, alloy wheels, electric windows, electric rear window defrost.

\$10,800

Contact: **John
292-6401**

MASTERCARD

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

**1-619-565-1522
Ext. C30260R
24 Hrs.**

792 cheers for The Home Team.®



Last year, real estate agents throughout Oregon and S.W. Washington sold 792 HUD homes. They sold them to first-time home buyers, to repeat home buyers and to investor home buyers.

And the best part was that each and every home buyer got a good, honest value.

So if you're looking for a truly affordable home, ask your real estate agent about HUD homes in your area. Or check our HUD listings ad in the

classified section of your Friday or Sunday Oregonian.
Go with The Home Team. We'll give you something to cheer about.

HUD and your real estate agent...
We're The Home Team.®

