

JOBS & CLASSIFIED ADVERTISING

ADMINISTRATIVE COORDINATOR REAL ESTATE

The Port of Portland has an immediate opening for an Administrative Coordinator in the Real Estate Division.

Preferred qualifications include the ability to organize and follow-through on a variety of projects, handle a large number of incoming calls in a professional and courteous manner, demonstrated knowledge of office procedures and coursework or equivalent experience affording good typing and word processing skills. The preferred candidate will also have successful demonstrated experience on micro-computers.

In addition to a comprehensive benefits package, the Port offers a starting salary range from \$14,900-\$18,000 commensurate with experience.

If interested and qualified, apply in person at:

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

for complete application materials. All applications must be received by 5:00 p.m. Friday, February 12, 1988.

The Port is an Equal Opportunity Employer

BUILDING MAINTENANCE MECHANIC

The Port of Portland has an opening for a person to provide building maintenance support at the Portland International Airport.

This person will be responsible for maintaining the keyed security system at PDX and other Port of Portland operated airports, rekeying lock cylinders, establishing complete systems for new tenants and maintenance of mechanical door closers. Additional duties include performing tasks of the Building Maintenance Mechanic.

- maintain and repair plumbing systems
- maintain mechanical systems
- maintain building facilities
- maintain conveyer systems

The starting salary is \$15.18 per hour plus an excellent benefit package.

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700 N.E. Multnomah
12th Floor
or call
231-5000, extension 700

for further information. All applications must be received by 5:00 p.m. Friday, February 12, 1988.

The Port is an Equal Opportunity Employer

INSTRUCTORS AND RESIDENT COUNSELORS

For U of O Upward Bound Program, Summer Session.

June 19th thru Aug. 14th, 1988

Job description and application available at:

1859 E. 15th
Eugene, OR 97403
Deadline: Monday, March 8, 1988

Affirmative Action/
Equal Opportunity Employer
Minorities and Women
Encouraged to Apply

ASSISTANT DEAN OF ENROLLMENT MANAGEMENT AND INSTITUTIONAL DEVELOPMENT GRADUATE SCHOOL OF PROFESSIONAL STUDIES LEWIS AND CLARK COLLEGE PORTLAND, OREGON

Full-time administrative position with some teaching responsibilities. Non-tenure track. PhD. required.

Duties include: development and carrying out of enrollment management, marketing and institutional advancement plans. Teaching two courses in graduate school.

Candidates should have advanced degree in field related to Higher Education Administration. Experience in enrollment management, marketing and fundraising in graduate professional programs; and experience teaching at the graduate level required.

Salary is competitive and commensurate with experience.

Applicant should submit a vita, 3 letters of recommendation, and a letter outlining relevant experience by March 28, 1988 to:

Carolyn Bullard, Chair
Assistant Dean
Search Committee
Graduate School of
Professional Studies
P.O. Box 93
Lewis & Clark College
Portland, OR 97219

Lewis & Clark is an Equal Opportunity Employer and especially encourages the application of women and minorities.

EARN EXCELLENT MONEY

At Home Assembly Work. Jewelry, toys, others.

Call 1-619-565-6513
ext T3026OR
24 hrs

ECONOMIC ANALYST

For the Trade & Economic Development Committee of the Oregon Legislature. Temporary position (3-5 months). Requires bachelor's degree in economics, public policy or related field and experience applying economic analysis to public policy issues. Salary depends on experience and qualifications. Application must be received by 5pm, Feb 18, 1988. For application contact:

Personnel Office
Legislative Administration
Committee
S-401 State Capitol
Salem, OR 97310
(503) 378-8530

EMPLOYEE RELATIONS REPRESENTATIVE

Considerable experience and knowledge of public sector labor relations including contract negotiations and administration; contract interpretation and employee discipline. Four year degree in personnel, business or public administration; or any equivalent combination of experience and training. Closing date: February 19, 1988. Apply:

City of Salem
Personnel Department
Room 225
555 Liberty S.E.
Salem, OR 97301

EOE

HOUSE FOR RENT

3 bdrms. Range, Regrig., Hardwood Floors. \$365.00. Oil Heat. Pets OK. Sec 8 OK. 4903 N.E. 21st.

Blue Stone and Hockley Realty
4445 S.W. Barbur Blvd.
Portland, OR 97201
222-3807

LABORATORY ANALYST

East Multnomah County industrial firm with excellent salary and fringe benefits, seeks qualified person for the position of Laboratory Analyst.

Possible rotating shift position requires a B.S. degree in analytical or organic chemistry, with some experience in computer, being preferable.

Interested person should send resume to:

J. Jensen
Reynolds Metals Co.
Sundail Road
Troutdale, Oregon 97060

Equal Opportunity/
Affirmative Action Employer

MASTERCARD

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

Call
1-619-565-1522
Ext. C3026OR
24 Hrs.

INSURANCE

MEDICAL CLAIMS ANALYST

Blue Cross and Blue Shield of Oregon currently is accepting applications for the position of 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 this position. Apply now for positions to begin on March 14, 1988.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply in person 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

North/northeast Community Mental Health Center Inc. seeks a personable individual to work full time in a vocation-oriented day program that serves a chronically mentally ill population. Education and experience preferred, but not essential, minorities are encouraged to apply.

Comprehensive salary and benefits.

Resume to:

Rodney R. Harry
Personnel Officer
North/Northeast Community
Mental Health
310 N.E. Oregon St.
Portland, OR 97232
Phone - 239-8871
Closing Date - Feb 19, 1988

An Equal Opportunity Employer

MENTAL HEALTH CSU TEAM LEADER

Team Leader is needed to act as an assistant to the CSU Program Manager, to provide clinical supervision and administrative tasks in addition to carrying a small caseload. Strong clinical and supervisory skills are necessary.

Masters Degree and two years post graduate experience or equivalent combination of education and experience.

Comprehensive salary and benefits.

Resume to:

Rodney Harry
Personnel Officer
N/NE Community
Mental Health Center
310 N.E. Oregon St.
Portland, OR 97232
Phone: 239-8871
Closing Date: February 19, 1988

An Equal Opportunity Employer

MULTNOMAH COUNTY

Community Projects Leader
\$9.67 per hour

Responsible for field and custodial supervision of adult male offenders at a 24 hour work camp located near Cascade Locks, OR; requires 1 year of experience in a criminal justice or social service program involving site supervision of clients; apply by February 19, 1988.

Office Assistant 2
\$7.38 - 7.88 per hour
depending on shift

Perform a variety of duties involving records, word processing, or administrative support with the Multnomah County Sheriff's Office; requires 1 year of clerical experience (or 6 months experience and 6 months training/education), ability to type 40 wpm, and ability to work shifts, weekends and holidays; positions are located in downtown Portland and at 12240 N.E. Glisan.

Community Services Manager
Developmental
Disabilities Program
\$28,564 - 37,146 annually

Administers residential, vocational and educational services to clients through subcontracts; coordinates the development of new services; supervises staff and day-to-day program operations; requires related BS and five years of experience with at least three years experience in the field of developmental disabilities or an MS and two years of experience; apply by February 12, 1988.

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.

SUPERVISOR CENTRAL STORE

Qualifications: High School, Associate of Arts degree preferred.

3 years current experience supervising employees is required. Also a working knowledge of standard warehousing techniques is also required and heavy handling techniques of trucks and forklifts. Applicant must have a knowledge of inventory control systems, both manual and computerized. Also a working knowledge of commercial freight handling systems and postal regulations. Excellent verbal and written communications skills are necessary.

Starting salary: \$21,500 to \$23,700. Excellent fringe benefits.

Please send resume to:

Director of Personnel
12000 S.W. 49th Ave.
Portland, OR 97219
Phone: 273-2823

Equal Opportunity Employer

SALES ASSISTANT

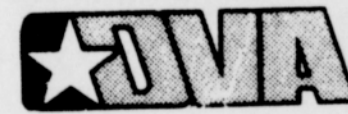
For radio. Must have computer experience. Send resume to:

P.O. Box 14957
Portland, OR 97214

TYPISTS

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

OREGON



Sealed Bid Properties

Department of Veteran's Affairs

9% VARIABLE Annual Percentage Rate

- Vet & Non-Vet Eligible
- No Occupancy Requirements
- Purchase More Than One
- Low Down Payments
- Long-Term Financing Available
- Work Equity Available

Contact the DVA Office below to view the properties and to obtain bidding packet. Minimum bid amounts are shown.

PORTLAND \$32,000
9586 N Buchanan Ave. St. Johns bungalow with schools and shopping nearby. 3 bdrm, 1 1/2 bath, 1,322 SF, 780 SF unfinished basement. Nice deck and newer detached double garage. Z-07461

PORTLAND \$19,600
7805 N Van Houten. Older house that needs some TLC to create a splendid home for the family. 5 bdrm., 1 1/2 bath, 1,536 SF and unfinished basement. A new roof has just been installed. Z-94602

PORTLAND \$29,000
7036 N Vancouver Ave. A spacious home for the family. 3 bdrm, 1 1/2 bath, 1,373 SF with 784 SF in unfinished basement. Hurry, this one is priced right! Z-26862

PORTLAND \$30,000
6120 NE 10th. This property has new electrical service and roof cover to provide years of trouble free service. A 2 bdrm home with 955 SF of living space. Z-67063

PORTLAND \$64,000
A grand stairway greets you when you enter this stately 3 bdrm, 1 bath home. The master bedroom features its own fireplace & veranda from which you can view a neighborhood that has retained its distinct charm. Z-62861

PORTLAND \$26,000
3151 NE 73rd. 2 bedroom, cape cod home located in an established neighborhood. Easy walking distance of shopping, buses, and some schools. Z-32071

PORTLAND \$43,700
6810 SE Brooklyn. Large 3 bdrm. home in established neighborhood. Within walking distance to buses, shopping center. Z-35059

PORTLAND \$36,000
3763 SE 9th Ave. 2 bdrm. bungalow, good hardwood floors, easy access to business district, to shopping & schools. Good access to Tri-Met. Antique chandelier and glass door knobs. Available for viewing upon request. Z-54576

PORTLAND \$42,800
2806 SE 32nd Ave. 4 bdrm., bungalow - room to room. Has longer than typical 50 x 100 lot. Z-26229

PORTLAND \$38,500
5824 SE 87th. SUPER BUY! Cozy 4 bdrm. bungalow with family room. Convenient to bus & I-205. Z-56705

PORTLAND \$38,000
5104 SE 97th Ave. 3 bdrm. ranch style home with fenced yard. Property located across the street from Lent Grade School. New curbs, sidewalks & streets have been improved. Z-00985

PORTLAND \$52,500
2043 SE 112th. Your best buy! 2 bdrm., 2 bath home with den. Quiet & private location. Z-22378.

PORTLAND \$32,000
2644 SE 131st. David Douglas High School District & walking distance to grade schools! 4 bdrms., family room. Z-60881.

PORTLAND \$38,500
8115 SE 172nd. .86 acre in RURAL SETTING! Room for your outdoor hobbies. 3 bdrms., 2 baths. Z-47967.

PORTLAND \$42,500
2139 SE 176th. This 3 bdrm. home has lots of seclusion but close to transportation and shops - near Centennial High School. Z-56976.

ASTORIA \$46,000
3010 Harrison. Distinctive East Astoria home with breathtaking view of Columbia River. 4 bdrm, 1 1/2 bath, 2,045 SF, fireplace, large lot with detached double garage. Z-75219.

CANBY \$24,000
8381 S. Vale Garden Rd. Priced low to sell fast! Partially finished dwelling, with 3-car garage/shop, on 1/2 acre lot only 2 miles south of Canby. Z-84191.

CANBY \$42,900
297 SW 6th Ave. S T R E T C H your dollar on this updated 3 bdrm. home, with over 1,600 SF of living space! Two baths, nice neighborhood, and a low price are but a few features. Z-01003.

MILWAUKIE \$49,000
15018 SE Linden Ln. CLOSE TO EVERYTHING! Good rental home, close to schools and shopping. 2-plus bedrooms, 2 bathrooms, utility, and pantry. Z-25532

MOLALLA \$41,000
611 S. Molalla Ave. SEE THIS BARGAIN! 1,587 SF of comfortable living! Two bdrms., den, fireplace, dining room, remodeled kitchen, and a low, low price! Z-00898.

MILWAUKIE \$52,250
5995 SE Mason Circle. This could be just the home for your family! 4 bdrm., 2 bath & family room make this split entry home convenient. Close to school, shopping and transportation. Z-30070.

OREGON CITY \$25,000
17275 S. Holcomb Rd. OUR LOSS - YOUR GAIN! Very desirable 1.2 acre country home site, east of Oregon City. Price drastically reduced due to damage to the 3 bdrm., 2 bath mobile home. Z-00590.

OREGON CITY \$46,500
18800 S. Oaktree Ave. SUPER NEIGHBORHOOD surrounds this 1,468 SF 3 bdrm split-level on a big fenced lot. Family room, huge rear deck for summer fun & more! Z-48025J.

SANDY \$39,000
50330 SE Weber Road. THIS IS THE CABIN EVERYONE WANTS! Quiet Get-Away-From-It-All atmosphere close to skiing, with a creek that runs through the property. 2-plus acres to roam. Z-66669.

SCAPOOSE \$42,000
33915 E. Columbia. Enjoy this home on a large lot close to shopping & schools. 3 bdrm, 1,060 SF, 100 x 437 lot partially fenced with 12 x 26 shed. Z-22148.

THE DALLES \$34,750
1014 Starlight Dr. West. 3 bdrms., fireplace, double attached garage, 100 x 200 lot, inland view, Murrys addition. Best buy in town. Z-3962.

THE DEPARTMENT RESERVES THE RIGHT TO ACCEPT OR REJECT ALL OFFERS We sell all properties "AS IS" without warranty (May contain code violations)

Bids Must Be Received By 5 p.m. 2-21-88
Bids Will Be Opened At 9 a.m. 2-22-88

PORTLAND OFFICE
10011 S.E. DIVISION
SUITE 201
PORTLAND, OR 97266
CALL 257-4320