

JOBS & CLASSIFIED ADVERTISING

ADVERTISE SALES

Enjoy Portland, a Portland tourism reference booklet, is hiring ad rep's. Exp. preferred but will train. Motivated individual. High sales earnings — up to \$100.00 per sale. No phone calls — come see me!! Thursday and Friday, 9:00 a.m. — 11:00 a.m. or send me your resume:

Oregon Mkt. Manager
1238 N.W. Glisan, Suite 302
Portland, OR 97209

ADVERTISEMENT FOR PROFESSIONAL SERVICES

The University of Oregon is seeking inquiries from architects interested in providing, with the assistance of consultants such as engineers and landscape architects, all professional services required for the design of an addition to and alterations of its main library in Eugene. The selection and retention of the architect will be accomplished in accordance with the Oregon State Board of Higher Education's Administrative Rule OAR 580-50-020.

This project will include new construction of approximately 185,000 gross square feet and the renovation of about 58,600 square feet of space in existing facilities. The space will include library stacks, teaching and study spaces, offices, and support spaces found typically in research libraries. Funds for construction, equipment, and all other related project costs, in a total amount of approximately \$25 million, will be provided from State and private sources.

The University of Oregon will provide additional material to interested parties upon request. For further information related to the project and/or the selection procedures, phone or write within five days to:

University Planning Office
University of Oregon
1295 Franklin Boulevard
Eugene, Oregon 97403-1276
Telephone: (503) 686-5562

AVIATION FINANCE TECHNICAL COORDINATOR

The Port of Portland has an immediate opening for an Aviation Finance Technical Coordinator in our Aviation Finance Department at Portland International Airport.

Preferred qualifications include demonstrated successful experience in a responsible secretarial or administrative assistant position, ability to organize and follow through on a variety of projects, micro-computer and word processing experience, and invoicing/accounting familiarity.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$14,900 to \$21,400 commensurate with experience.

If interested and qualified, apply in person at:

The Port of Portland
Employment Office
12th Floor
700 N.E. Multnomah

All applications must be received by 5:00 p.m. Monday, February 22, 1988.

The Port is an
Equal Opportunity Employer

FIND OUT WHAT DRUGS & RADIATION ENCOUNTERED IN DAY-TO-DAY LIVING ARE DOING TO YOU

Attend these free seminars:
Feb. 15 & 20th at 7:30 p.m.
"All About Radiation"
"Purification: An Illustrated Answer to Drugs"

Celebrity Centre
709 S.W. Salmon St.
Portland, OR
228-0116.

INSURANCE

BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:

MARKETING TECHNICIAN

Qualified candidate must have 1 year work experience in a high pressure professional setting, customer service-related skills, and a strong commitment to accuracy in a fast-paced environment. Previous marketing experience would be a plus.

The Marketing Tech will type 50 wpm, have CRT experience, excellent telephone manner, and possess strong professional oral & written communication skills.

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. Apply now for positions to begin on March 14, 1988.

Additionally, this position requires a background in healthcare delivery including understanding of alternative delivery systems (PPO, HMO, etc.). College degree in business or public administration, healthcare services highly desirable.

MEDICAL REVIEWER/COORDINATOR

This position is responsible for reviewing professional & outpatient hospital medical claims by gathering & reviewing medical information, and communicating medical necessity & utilization review determination in both verbal and written form.

The qualified applicant will be a registered Nurse with a current Oregon license and have a detailed working knowledge of anatomy, physiology, and medical terminology.

Excellent communication skills will be required for the purpose of assisting in the training of Blue Cross & Blue Shield of Oregon personnel.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salaries. Flex-time work hours available for Medical Claims Analyst position. For additional information on job openings please call our Job Information Number of 225-5402, or apply in person to:

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

Equal Opportunity Employer

HIGHWAY ENGINEER 3 (Geotechnical Specialist) \$2041 - \$2606 Monthly

The Oregon Department of Transportation is accepting applications for the above position located in Salem. To qualify, candidates must have two years of progressively responsible experience in geotechnical engineering and a Bachelor's degree in civil or geotechnical engineering; OR three more years of civil or geotechnical engineering experience. Contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 378-6281 for employment applications and recruiting announcement. Apply now, since this recruitment may close at any time without notice.

AN EQUAL OPPORTUNITY EMPLOYER

The Oregon
Department
of Transportation



COSTING AND INFORMATION SYSTEMS MANAGER MARINE DEPARTMENT

The Port of Portland has an immediate opening for a Costing and Information Systems Manager.

This person will be responsible for:

- Managing, developing, reviewing and coordinating the Marine Department's financial and operational information systems.
- Develop system requirements.
- Perform financial analysis on marine functions.
- Coordinate and represent the Marine Department in internal and external audits and examinations.
- Develop cost systems and establish cost standards.

The preferred candidate will have work experience equivalent to a B.S. in accounting. MBA preferred. Also preferred is five to ten years of progressive business experience and responsibility, broad knowledge of financial theory and practice, specific experience in general ledger, cost accounting, internal auditing and systems development; and successful demonstrated analytical skills, computer modeling and communication and interpersonal skills.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$31,200 to \$39,300 commensurate with experience.

If interested and qualified, apply in person at:

The Port of Portland
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. Monday, February 22, 1988.

The Port is an
Equal Opportunity Employer

EARN EXCELLENT MONEY

At Home Assembly Work. Jewelry, toys, others.

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

EARN EXTRA MONEY

Sell subscriptions to a weekly newspaper. Call:

(503) 288-0033

HELP WANTED

Radio Talk Show Host. Must be qualified and have at least five years experience in radio or TV setting; must also demonstrate ability to operate complex broadcast board. Send tape & resume to:

Brian Jennings
KXL Radio
P.O. Box 14957
Portland, OR 97214

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

MASTERCARD

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

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

MULTNOMAH COUNTY

Public Guardian
\$31,487 - 40,925 annually

Serves as a public fiduciary or trustee over assets and/or lives of protected persons as declared by Probate Court; requires a BS in health care, social services or business administration plus five years of guardianship or protective service case management experience or a MS in health care, social services or business administration and two years of human services program management experience or a law degree and two years of human services program management experience; apply by February 26, 1988.

Planner - Aging Services
Division
\$11.69 per hour

Responsibilities include policy development, program planning and evaluation, data analysis and serving as a liaison between Aging Services and other agencies; requires one year of program planning, development and/or evaluation experience in the area of social services; apply by February 26, 1988.

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

An Equal Opportunity Employer

MT. HOOD COMMUNITY COLLEGE

JOB OPENING
ASSOCIATE DEAN
HEALTH, PE
& RECREATION

POLICE OFFICER Portland International Airport

The Port of Portland has an immediate opening for a Police Officer to be responsible for the protection of life and property at Port of Portland International Airport, to ensure the convenience and well-being of the public while traveling through airport facilities, and to respond to the needs of airport tenants in a prompt and professional manner.

Qualified applicants should:

- Be capable of learning to operate various equipment associated with police work (ie., firearms, patrol car radios, camera, resuscitator, typewriter, teletype, etc.)
- Have the ability to work on any shift, and be subject to possible standby in the event of emergencies.
- Be in good physical condition and within acceptable height and weight limitations.
- Be willing to attend training and in-service schools as assigned and be certified by BPST within one year of hire date as a condition of continued employment.

Qualified applicants must also be at least 21 years of age, have U.S. citizenship and a high school diploma or GED (not waived).

This position requires a combination of highly developed interpersonal and public relations skills and the ability to perform all aspects of police work. Candidates will be selected for interview on a competitive basis.

If interested and qualified, apply in person only at:

The Port of Portland
Employment Office
12th Floor
700 N.E. Multnomah

A Port of Portland application form must be completed in order to apply for this position. Applications will be accepted for this position beginning Tuesday, February 16, 1988 at 8:00 a.m. This position will not be open for application before that date. All applications must be made in person; no previously submitted applications will be considered; no application packets will be mailed. All application materials must be received in the Employment Office by 5:00 p.m., Monday, February 22, 1988.

The Port is an
Equal Opportunity Employer

ON-SITE MANAGER North Portland Apartment Complex — Elderly/Family Units

48 - 1 bedroom
60 - 2 bedrooms
12 - 3 bedrooms

POSITION SUMMARY:

This is an on-site apartment management position. Responsibilities include: rent collection, light maintenance, lease enforcement, dispute resolution, cleaning of vacant units, and annual redetermination of eligibility of residents.

DUTIES:

Management duties include, but are not limited to:

- Follow up on delinquent rent;
- Resolution of resident complaints and disturbances;
- Show units to prospective residents;
- Provide lock-out service;
- Enforce resident lease;
- Schedule use of community space;
- Post and order removal of inoperable vehicles;
- Maintain resident information file;
- Resident check-in and completion of Exhibit "A";
- Complete annual housekeeping inspection;
- Maintain tenant roll;
- Distribute flyers and information as needed;
- Issue eviction notices;
- Complete annual redetermination of eligibility for each resident.

Cleaning duties include, but are not limited to:

- Common areas; parking lots; stairs; hallways; and walks;
- Other areas as designated;
- Cleaning and repair of vacant units.

General Maintenance includes, but is not limited to:

- Mow lawns; weed planting areas; fertilize lawn; lights; stop water leaks; unclog toilets; unclog and repair faucets and drains; test and clean smoke detectors; wash windows in common area; and other minor repairs as authorized.

Emergency Repairs includes, but are not limited to:

- Board up broken windows; reset breakers; stop running water.

Not all duties specifically described.

SKILLS AND EXPERIENCE:

- Must have good communication skills, oral and in writing;
- Must have recent multi-family apartment management experience;
- Must be capable of performing light or "handyman" repairs;
- Must be capable of obtaining phone service;
- Must be able to read instructions and write reports; perform work involving numerical data;
- Must have adaptability in dealing with people and understanding their problems and lifestyles.

COMPENSATION:

Salary plus apartment.

APPLY AT:

Housing Authority of Portland
1605 N.E. 45th

Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. HAP employment application must be completed. Resumes or cover letter will not be accepted. Applications accepted until position is filled.

An Equal Opportunity Employer

US FOREST SERVICE

Needs 3 individuals, male or female, over 55 with limited income for ground and building maintenance, also clerical.

Please Contact:
Jeff Monroe
695-2276

REAL ESTATE LOAN COUNSELOR

We have an opportunity available for individual with previous real estate collection experience. Responsibilities include collection of delinquent real estate loans, preparation of default notices, foreclosure bids, reinstatements, payoffs on delinquent loans and preparation of FHA/VA/PMI claim for loss. Will follow loans undergoing bankruptcy, observing bankruptcy collection laws. Applicants must possess 1 year real estate collection experience and working knowledge of FHA / VA / FNMA / FHLMC / Oregon Housing Agency requirements. Position also requires typing at 50 wpm, 10-key by touch, CRT experience and excellent communication skills.

We offer an excellent flexible benefits program and competitive salary commensurate with experience. Qualified applicants should submit their resume and salary requirements to:

OREGON BANK
Personnel Department
1001 S.W. 5th Avenue
Third Floor
P.O. Box 3066
Portland, OR 97208

APPLICANT HOURS
9-1 pm Mon-Fri

Equal Opportunity Employer

RESEARCH ASSISTANT IN FOREST ECOLOGY

Full-time, 6 months-extension contingent on funding and performance. Pay \$16,000/year. Qualifications must include: BS in Botany, Forest Biology or related field, experience in supervision of field personnel, use of microcomputers for data management and statistical analyses, and identification of northwest plants. Send letter indicating qualifications, complete resume, transcripts, and three letters of recommendation by February 26, 1988 to:

Dr. Logan Norris
Head
Department of Forest Science
College of Forestry
Oregon State University
Corvallis, OR 97331

An EEO/AA employer. Complies with Sec. 504 of Rehab. Act 1973. Oregon State University has a policy of being responsive to the needs of dual-career couples.

SECRETARY

Need sharp Secretary with excellent clerical, people, & organizational skills to provide support to the Downtown Development Department. You will be a member of a highly visible team in one of Portland's top notch public agencies. We require word processing skills & several years experience as a secretary. Salary: \$17,652-\$19,248 to start, annual increases, excellent benefits. To apply, fill in application at:

Portland Development
Commission
1120 S.W. 5th, Suite 1102f
Portland, OR

An Equal Opportunity/
Affirmative Action Employer

WASHINGTON COUNTY JOBS

Intergovernmental
Relations Specialist
\$2467-\$3084/mo.

Program Auditor
\$2534-\$3081/mo.

Call (503) 648-8607 for information. County application forms req. Apply to:

Washington County
Personnel
An E.O.E.