

JOBS & CLASSIFIED ADVERTISING

TEMPORARY ADMINISTRATIVE ASSISTANT 2 NEW JOBS UNIT

ADULT AND FAMILY SERVICES DIVISION
SALARY (\$1435-1818 MONTHLY)

Exciting and challenging new human services program seeks highly skilled Administrative Assistant. Tremendous opportunity for professional, take-charge person with outstanding organizational and communication skills. Position will support six executive positions and coordinate office operations. Qualified applicants need to be personal computer literate, type 60 wpm. Shorthand or brief hand preferred. Potential exists for a limited duration position.

QUALIFICATIONS:

You must have:
... four years of progressively responsible clerical experience involving coordination and/or technical evaluation. College level coursework may be substituted on a year for year basis for up to two years of the experience.

Submit your State of Oregon application (PD100) to:

New Jobs Unit Administration
417 Public Service Building
Salem, Oregon 97310

Indicate Temporary Administrative Assistant 2 in the box provided.

An Equal Opportunity Employer

BANKING
ACCOUNTS RECEIVABLE ADMINISTRATOR

Oregon Bank has an excellent opportunity for a person with working knowledge of accounts receivable lines of credit. Responsibilities incl assisting in the administration and monitoring of all aspects of accounts receivable and inventory lines of credit. Qualified applicants will have 1 yr previous banking experience and knowledge of note dept functions. Must be able to work well under pressure, make sound decisions, and have demonstrated strong client relations and interpersonal skills. Experience with personal computer and 10 key adding machine preferred.

We have an exc flexible benefits program and highly competitive salary commensurate with exp. Qualified applicants should submit their resume and salary requirements to:

OREGON BANK Personnel Dept.
1001 S.W. 5th Avenue
Third Floor
P.O. Box 3066
Portland, Oregon 97208
222-7558

APPLICANT HOURS
9-1 p.m., Mon-Fri

Equal Opportunity Employer

CASE MANAGER

For adult chronically mentally ill clients. Ability to relate to minority population, Masters degree in mental health field with supervised practicum, or Bachelors degree and 2 years experience, or any equivalent combination of experience and training. Comprehensive salary and benefits. Resume to:

Rodney R. Harry Personnel Officer
N/NE Community Mental Health Clinic
310 NE Oregon Street
Portland, OR 97232

Closing: 4-2-88

Minorities encouraged to apply. Equal Opportunity Employer

COORDINATOR

Membership Coordinator, 1/2-time, at community radio station KBOO, skills in data entry, detail work and bulk mailing. Working with volunteers and direct mail experience a plus. Salary \$7,000 per year plus 1/2 benefits.

Send resume and cover letter to:

Station Manager
KBOO 20 SE 8th Ave.
Portland, OR 97214

Women and Minorities Encouraged to Apply
Equal Opportunity Employer

DATA PROCESSING

PROGRAMMER or PROGRAMMER/ANALYST

Immediate opening for Programmer or Programmer/Analyst to work on large scale enhancements to on-line claims processing system. Candidate will work with user & EDPS personnel performing analysis, design, coding, testing & implementation activities.

Applicant must have a minimum of 1-2 years experience in the following areas:

- CICS
- VSAM
- COBOL
- OS/JCL
- TSO/ISPF

Good oral & written communication skills a must.

GROWTH OPPORTUNITIES AVAILABLE FOR TECHNICALLY SKILLED & MOTIVATED INDIVIDUAL.

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

DIRECTOR

Director of College Relations & Foundation for Linn-Benton Community College, starting June 15, 1988. Starting Salary: \$24,105-\$29,408 plus fringe benefits. Requires: BA/BS degree with emphasis in journalism, English or public relations/marketing; background & training in public relations, management, fund raising and/or grant development & at least two years prior work experience in community college administration or instruction, preferably including public relations experience in other public agencies. Application deadline: 5:00 pm, May 2, 1988. Apply with LBCC Applications, resume, transcripts & two letters of reference at:

Human Resources Office
(503) 967-6502
LBCC
CC-108C
6500 S.W. Pacific Blvd.
Albany, OR 97321

EOE

HELP WANTED

NEWS-REGISTER needs a retail sales manager immediately. Direct six-person retail, handle major accounts. Resumes to: Roger Heller, News-Register, P.O. Box 727, McMinnville, OR 97128.

EXECUTIVE DIRECTOR

The State of Washington is accepting applications for the position of Executive Director of the State Investment Board. Position manages the investment program for approximately \$13 billion. Requires BA degree in finance, economics, or closely allied field; a post-graduate degree is preferred. Applicable experience will be considered in the selection process. Salary based upon qualifications. Submit resume or application no later than April 15, 1988 to:

Selection Committee SIB
P.O. Box 1009
Olympia, WA 98507

INSURANCE

BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross and Blue Shield of Oregon is currently accepting applications for a:

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 be open on April 25, 1988.

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

INSURANCE

BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross and Blue Shield of Oregon is currently accepting applications for the following position:

LEAD GROUP ACCOUNTANT

Duties include assisting supervisor in overseeing monthly balancing of group accounts, handling telephone inquiries, reconciling more difficult groups, and assuming responsibilities in supervisor's absence.

Requirements are knowledge of state laws governing insurance and underwriting regulations, and strong general accounting background; degree preferred.

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

HELP WANTED

GOVERNMENT jobs! Now hiring in your area, both skilled and unskilled. For list of jobs and application call (615) 383-2627, ext. J-503. Fee.

INSURANCE

ACCOUNT EXECUTIVE

Exceptional opportunity for a motivated, service oriented individual to sell life insurance in a financial institution environment. We're looking for an individual with sales ability, motivation, customer service skills, and high energy to help satisfy our customers financial needs. You may be the right person for this position. Experience in service sales and life/PC insurance is preferred.

Positions available in the Portland and Lincoln City areas.

We have an exc flexible benefits program and highly competitive salary commensurate with exp. Qualified applicants should submit their resume and salary requirements to:

OREGON BANK Personnel Dept.
1001 SW 5th Avenue
Third Floor
P.O. Box 3066
Portland, OR 97208
222-7558

APPLICANT HOURS
9-1 pm, Mon-Fri

Equal Opportunity Employer

CITY OF SALEM RECRUITING FOR POLICE OFFICER \$1761-\$2382/Mo.

Including 4-6% educ. incentive pay plus fully paid benefits pckge. Qualifications: Must be 21 or over; a U.S. citizen, high school grad or GED plus minimum of 90 credit hrs. basic lib. arts curriculum. Closes: April 8, 1988. Apply:

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

Minorities and women encouraged to apply. EEO.

SOUL RADIO STATION HELP WANTED

Kris Bennett Broadcasting, Inc. is now accepting applications in the Portland, Oregon, area for innovative, aggressive, drug free, self-starters for an urban, contemporary (soul) radio station. We are looking for sales personnel and air personalities. Experience helpful but not necessary.

Please send resumes and air tape with references to:

Kris Bennett
P.O. Box 22462
Seattle, WA 98122

MULTNOMAH COUNTY

Personal Property Tax Collector \$9.88 per hour

Collects taxes on personal property, serves legal documents, inventories property, conducts sales; requires one year of experience collecting delinquent accounts; apply by April 1, 1988.

Program Development Specialist Developmental Disabilities \$11.69 per hour

Duties include research, development, evaluation, program monitoring, fiscal management, and coordination of vocational, residential and early intervention services; apply by April 8, 1988.

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

An Equal Opportunity Employer

TEACHERS PORTLAND STATE

Upward Bound Summer Session, June 20th to August 3rd. Speech, math, science, history, journalism, and career exploration. Applications and positions descriptions available in:

Shattack Hall
Room 239
or call
464-4010

Deadline: April 8, 1988, 5pm.

PSU is an Equal Opportunity/Affirmative Action Employer. Minorities, women and members of other protected groups are encouraged to apply.

OFFICE SPACE WANTED STATE OF OREGON

Wants to lease office space in N.E. Portland for a Human Resource Center within an area bounded by Interstate 5 on the west, N.E. Columbia Blvd. on the north, N.E. 42nd Ave. on the east, south to N.E. Mason St.; west to N.E. 21st Ave., south to N.E. Fremont St., east to N.E. 26th Ave.; south to N.E. Broadway, west on Broadway to the Willamette River.

5 to 7 year term. Beginning approximately July 1st, 1989. 3,700 to 4,500 square-foot office and 200 parking spaces.

Existing facilities or build to suit. Single story structure preferred.

Full service lease. Must be fully handicapped accessible and useable. Proof of ownership or full authority to represent property required.

Information on available facilities or sites must be received by 4-15-1988 by the:

Department of General Services Real Property Division
1225 Ferry Street SE
Salem, Oregon 97310-1562
Contact:
ROGER STOLL
Phone: 378-2864

AUTOMOBILES FOR SALE

INCREDIBLE information: Jeeps, cars, 4x4s seized in drug raids for under \$100? Call for facts today! 1-800-247-3166, ext. 625. Fee.

BUILDING MATERIALS

POLE BUILDING KITS. Complete building packages, 1/sliding door, 4/colored walls, 6x6 poles, 24x36x10 \$1,875; 24x48x12 \$2,512; 30x60x12 \$3,533. Many other sizes. Labor and financing available. 1-800-331-0155, (503) 263-1805. Builders' Board #L44526.

ATTENTION CRAFTERS

Gallery now open every Friday, Saturday, Sunday. Nineteen 8'x10' spaces at \$50.00. Highest traffic. Send S.A.S.E.: Town Center Mall, 300 Broadway, Seaside, OR 97318.

EARN EXCELLENT MONEY

AT HOME. Assembly work. Jewelry, toys, others. Call:

1-619-565-1657
ext T3026OR
24 hrs

MASTERCARD

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

1-619-565-1522
Ext. C 3026OR
24 hrs.

BUILDING MATERIALS

POLE BUILDING KITS: 24x36x10, \$1925; 24x48x12, \$2600; 30x60x12, \$3571; 40x60x12, \$4384. Financing, labor, delivery, other sizes available. Free brochures. (503) 263-6953; 1-800-872-0070. OR40703.

PERSONALS

BANKRUPTCY, \$75, stops bill collectors, lawsuits and garnishments. Divorce, \$65, no court appearances. Complete preparation of all legal documents. Paralegals. Legal Alternatives, 1-800-445-6985, (503) 255-7435.

PERSONALS

ADOPTION: An infertile young couple seeks infant to fill our hearts and country home. Can you help us? All medical, legal and pregnancy-related expenses paid. Call our Oregon attorney collect, (503) 222-2474.

PERSONALS

MEET Christian singles the sensible way! Local, worldwide by phone or mail. Find love, dating, meaningful companionship today! Free brochure, samples. Call: 1-800-323-8113, ext. 290.

HELP WANTED

DRIVERS OTR experienced: Top pay and great benefits. Good work record/MVR. Modern equipment. Werner Enterprises, Inc., 1-800-544-9442.

HELP WANTED

LOSERS wanted! To try new, doctor recommended, revolutionary fat absorber product. Lose 10-30 pounds per month. No diet, exercise or drugs. Call Ingrid: (303) 237-4778. Fee.

HELP WANTED

LOSERS wanted! To try new fat absorber. I lost 47 pounds in 60 days. No drugs. No exercise. Doctor recommended. Recent cable broadcast. Amy, (303) 989-8311. Fee.

LOANS AND FINANCING

NEED MONEY? Equity loans on all types of real estate, easy qualifying! Rapid funding! We buy contracts. Call now! Toll-free, 1-800-537-5498, Oregon Land Mortgage.

RETIREMENT LIVING

SENIOR CITIZENS: Attractive and convenient apartment living. Beautiful Bitterroot Valley. Affordable rent, Government subsidized, all utilities paid! Bitterroot Manor, 401 North 10th, Hamilton, MT. Immediate opening. 1-401-363-6354.

HOMES FOR SALE

GOVERNMENT seized homes from \$1.00, you repair. Also properties for back taxes. For complete details and foreclosure list call: (615) 822-2770, ext. 355.

PICKUPS

450 TOPS, \$260 up: Aluminum, plastic, steel, wood. Famous brands. Buy discount. Free price list. Phone free, 1-800-452-9113, 9-5:00, seven days. Totem Mfg, Salem, OR.

HELP WANTED

A WONDERFUL Family experience. Australian, European, Scandinavian high school exchange students arriving in August. Become a host family for American Intercultural Student Exchange. Call 1-800-SIBLING.

RECREATIONAL VEHICLES

'79 27' PACE Arrow: Loaded. 6.5 gen., dual coach air, twin beds. Less than 27,000 miles. \$19,450. Oceanway RV, Dayton Junction, Hwy-18 & 99W. (503) 434-6505.

BUSINESS OPPORTUNITIES

1000 SUNBEDS, toning tables: Sunal-Wolff tanning beds. SlenderQuest passive exercisers. Call for free color catalogue. Save to 50%. 1-800-228-6292.