

JOBS & CLASSIFIED ADVERTISING

ADMINISTRATIVE ASSISTANT

To Executive Director of Cascade AIDS Project. Proven skills: Organization, Public Relations, Clerical, Computer. Half-time plus good benefits. Resume and cover letter to: Atten.: Administrative Assistant

DEVELOPMENT DIRECTOR

Cascade AIDS Project seeks individual with proven experience and success in non-profit fundraising. Responsibilities include development of long-range funding plan, grant writing, special event planning/coordination, managing annual campaign, and working with existing fundraising committee. Send letter describing relevant experience, resume and salary requirements to:

Atten.: Development Director

Cascade AIDS Project
408 S.W. 2nd, Suite 412
Portland, OR 97204

No phone calls, please.

Minorities encouraged to apply/
Equal Opportunity Employer

MENTAL HEALTH

CASE MANAGER

Half-time, potential for later full time. Knowledge of community resources necessary. Self starter, efficient, team approach. Transportation required. Qualified mental health professional. Competitive salary, benefits. Application deadline Aug. 10. Send resume, letter, references to:

Atten.: Jack Pauley

RCSW

Delaunay Mental Health Center
5215 N. Lombard
Portland, OR 97203

Equal Opportunity Employer

NURSE

ASSISTANT HEAD NURSE HEMAPHERESIS

Immediate full-time position available for RN licensed in Oregon and Washington with BSN or equivalent work experience. In absence of Head Nurse this position will supervise all daily blood collection activities in Hemapheresis Dept., including supervising all pheresis staff and operations, monitoring donor/patient management, performing staff RN evaluations, assist in scheduling.

Qualified applicants should have some management experience and 1 year in hemapheresis nursing services or equivalent experience. Starting salary range: \$1,756 - \$2,195 month + full benefits. Apply by 8-5-88 at:

American Red Cross
Human Resources Dept.
3131 N. Vancouver Ave.
Portland, OR 97208

Equal Opportunity Employer

SECRETARY

Are You A Team Player?

If your answer is "Yes" then PayLess Drug Stores N.W., Wilsonville corporate office may have a job for you!

An immediate opening is available for a secretary to work directly for PayLess' General Counsel and Human Resources Personnel. Must be proficient with IBM Displaywrite. Knowledge of legal field and Lotus systems valuable. Excellent telephone skills and organization ability very important.

As an employee of PayLess you will be provided with a variety of benefits ... Medical, Dental, Vision, Holiday Pay, Vacation Pay, & Retirement Program ... to name just a few.

To learn more about a future with PayLess, please call 682-4100, ext. 293 by Friday, July 29.

Equal Opportunity Employer
M/F/H

CAMPFIRE INTER-CITY CLUB DIRECTOR

Recruit volunteers, organize and lead campfire clubs for girls & boys. Part-time, school year. Age over 21. Call Billie 224-7800.

Equal Opportunity Employer

LICENSED CHILD CARE

My home, St. Johns area. Fenced playyard. Mon.-Fri. 286-4990

PORTLAND OBSERVER

The Eyes and Ears of the Community
288-0033

PROGRAM DEVELOPMENT SPECIALIST

The Portland Development Commission is searching for an assistant in our Housing Department. This position offers you the opportunity to be involved in one of the real issues of the city - housing for its citizens.

You will report to the Director of Housing. Provide technical support to the department, including housing program research, monitoring, monitoring, evaluation and program development.

We require skills in the areas of public administration, budget, research, data collecting, writing. Experience in local government, especially housing-related programs would be helpful. Salary range: \$27,400 - \$35,000.

Application Deadline: August 8, 1988. Please request an application from:

Portland Development Commission
1120 S.W. Fifth, Suite 1102
Portland, OR 97204
(503) 796-5295

Equal Opportunity Employer/
Affirmative Action Employer

INSURANCE

BLUE CROSS AND BLUE SHIELD OF OREGON

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

DENTAL CLAIMS SUPERVISOR

The major function of this position is to insure accurate & timely processing of Blue Cross Blue Shield of Oregon dental claims.

Qualified candidates must possess strong interpersonal skills with previous claims supervisory experience highly desirable.

Other requirements include:

- Experience with personnel related issues.
- Ability to motivate & train employees.
- 3-5 years insurance background with a clear understanding of the claims processing procedures.
- Medical and/or dental terminology.
- CRT experience.

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 August 15, 1988.

TYPOGRAPHER

Typographer candidates will have 6 months experience operating Compugraphic MCS Powerview or 1 year on MCS composition equipment with working knowledge of Power Page preferred, or 2 years experience on other composition equipment with working knowledge of semi-automatic pagination preferred. A typing speed of 60 wpm is required. Position is on swing shift.

GROUP ACCOUNTANT

Qualified candidate must have previous experience in bookkeeping and/or accounting requiring knowledge and use of accounting principles. Completion of the 3 year community college-level accounting courses with "C" or above grade average will substitute for experience. Applicants must also have general office experience, phone experience, interaction with the public, 10-key, as well as good written communication skills. Previous insurance experience and CRT/PC experience are desirable.

The Group Accountant is responsible for establishing & maintaining accurate up-to-date eligibility records for all groups.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salaries. Flex-time work hours available. 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 Flr.
100 S.W. Market
Portland, OR 97201

Equal Opportunity Employer

PLANT MAINTENANCE TECHNICIAN I

Unified Sewerage Agency
Salary: \$9.91 - \$12.04/hourly

Performs mechanical maintenance and repair of wastewater treatment plant and pumping stations equipment. Requires responsible experience in industrial plant maintenance, building maintenance, pipefitting or related mechanical trades affording experience with mechanics tools, mechanical measuring instruments and trouble-shooting a wide variety of mechanical problems. Agency applications forms required, resumes NOT accepted. Apply by August 5, 1988.

PROJECT MANAGER

Unified Sewerage Agency
Salary: \$15.54 - \$18.89/hourly

Performs professional and technical engineering. Primary duties will be performing the capacity analysis of the sewer collection system, installing a flow monitoring network, and supervising the drafting and data management personnel. Require PE or equivalent responsible experience in the field of civil engineering. Agency application forms required, resumes NOT accepted. Apply to:

Washington County Personnel

150 N. First Ave.
Room B-2
Hillsboro, OR 97124.

Equal Opportunity Employer

ELECTRIC DISTRIBUTION ENGINEERING SUPERVISOR

Salary: \$3,760 - \$4,520/monthly

Ten or more years in design application of electric distribution systems, including at least two years of demonstrated supervisory and management skills. Experience may be reduced by four years if accompanied by an electrical engineering degree from a four-year college. An electrical engineering degree from a four-year college or an equivalent combination of experience and training. Valid driver's license required.

Send resume to:

Eugene Water and Electric Board

P.O. Box 10148
Eugene, OR 97440
Attn: Personnel

Position closes on August 15, 1988 at 5:00 p.m.

Equal Opportunity Employer

SECRETARIAL SECRETARY/WORD PROCESSING

ALL SYSTEMS AND SOFTWARE
55 WPM MINIMUM

EXCELLENT BENEFITS



MANPOWER Temporary Services

Call For An Appointment:

Jantzen Beach 285-1415
Vancouver 690-8410
Portland 226-6281
Salem 585-6147

LOCALLY OWNED & OPERATED SINCE 1956

Equal Opportunity Employer

SOLAR/NEW CONSTRUCTION MANAGER

Salary: \$2,940 - \$3,577/monthly

Demonstrated ability in program planning, implementation and personnel management; experience in energy efficient building design and construction and solar energy conversion technologies; research experience in building science and solar energy. A university degree in architecture, engineering or one of the natural sciences. Valid driver's license required.

Send resume to:

Eugene Water & Electric Board
P.O. Box 10148
Eugene, OR 97440
Atten.: Personnel

Position closes on August 15, 1988 - 5:00 p.m.

Equal Opportunity Employer

INSURANCE

SAIF Corporation
Oregon's Leading Workers' Compensation Insurance Carrier

PREMIUM AUDITOR

Salary: \$1,792 Minimum

SAIF is seeking a Premium Auditor for its Bend Branch Office. The individual in this position will perform physical audits by conducting a review of the operations, books and records of insured employers.

Applicants must have a minimum of three years of premium audit field experience and knowledge of insurance classification techniques and principles; demonstrated experience in communicating with insured employers and resolving problem situations that arise.

LOSS CONTROL CONSULTANT

Salary: \$1,707 Minimum

SAIF is seeking a Loss Control Consultant for its Eugene District Office. The individual in this position will provide safety and health services to assigned policyholder accounts.

Applicants must have a four year college degree in safety or related field, i.e., science or management. This position requires two years full time experience in the area of Loss Control and service work or equivalency. Applicants should also possess excellent communication skills, be versed in safety matters and be familiar with the workers' compensation system. A valid Oregon driver's license is required.

WORD PROCESSING CLERK

Salary: \$1,100 Minimum

SAIF is seeking a Word Processing Clerk for its Portland Branch Office. Duties include: production typing, creating and updating pattern letters and glossaries of stored paragraphs, maintaining logs, and giving back up support to other clerical staff.

Applicants must have production word processing experience preferably with Wang VS; secretarial skills demonstrating a good knowledge of correct spelling, grammar and editing; ability to type 60 wpm.

We offer an excellent benefits program. To be considered for these positions you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5:00 p.m., July 28, 1988 to request your applicant packet. No resumes please.

SAIF Corporation

Equal Opportunity Employer

ADMINISTRATION

POLICY COORDINATOR

The Policy Coordinator assures that Housing Authority procedures & policies are administered in a uniform manner. The Policy Coordinator assists departments in implementation of new & revised policies & procedures, and develops & instructs training programs to improve communication with departmental operations.

EXPERIENCE & SKILLS: prefer 3-5 years experience with assisted housing programs & HUD; ability to instruct staff regarding technical programs; ability to communicate with various levels of line & management staff; ability to analyze simple and complex data.

Salary: \$11.91/hourly.

Deadline: August 5, 1988

APPLY AT:

Housing Authority of Portland

1605 N.E. 45th
Portland, Oregon
8:30 a.m.-4:00 p.m. Mon.-Fri.

Equal Opportunity Employer/
M/F

SECRETARY

Large industrial firm with excellent salary and benefits, seeks applicants for secretarial position.

Position requires: experience in the use of P.C. for word processing and spread sheets application.

Interested persons should send resume to:

Atten.: Personnel Manager

Reynolds Metals Company

Sundial Road
T. Outdale, OR 97060

Equal Opportunity Employer

PORTLAND STATE UNIVERSITY/ SCHOOL OF EDUCATION

INSTRUCTORS

The School of Education has vacancies in three areas for the 1988-89 school years. The vacancies exist in (a) Social Foundations of Education and Social Studies Education, (b) Instructional Theory and Staff Development and (c) Administrative Studies. All positions are one year appointments, although searches for filling these positions on a tenure track basis are anticipated in 1988-89.

The responsibilities in each of the areas involve primarily teaching (usually three courses/quarter) in the respective areas, supervision of candidates in field settings, and advisement of students. Rank is at the Assistant level with the exception of position (c), where rank is open. In all cases, a doctorate in the appropriate field, a record of/or potential for scholarship, and successful teaching experience is necessary. The effective date of appointment is September 16, 1988, or later, depending upon applicant's schedule. Salary is competitive.

The positions are open until filled, but application review will begin August 15, 1988.

Candidates will be considered only upon receipt of a complete application file consisting of: (1) detailed letter of application outlining past experiences, present activities, and short- and long-range professional goals; (2) curriculum vita; (3) a list of three to five references whom we may contact.

Supporting materials such as examples of scholarly publication and course syllabi are also welcome.

Materials should be sent to Chair, Screening Committee (address to chair of specific position for which you are applying)

PSU

School of Education
P.O. Box 751
Portland, OR 97207

Portland State University is an equal opportunity, affirmative employer. Qualified minorities, women and other members of protected groups are encouraged to apply.

Equal Opportunity Employer

CITY OF WEST LINN

BUILDING PLANS EXAMINER

Performs in depth building plan reviews for all types of buildings and structural plans and specifications. Performs field site inspections. Minimum qualifications include, but are not limited to, high school degree or equivalent GED and three years experience as building inspector with two years experience as plans checker or equivalent combination of experience and training. Must possess or be able to possess within six months of appointment, Oregon issued "A" level Plans Examiner and Structural, Mechanical and Inspector's Certificates, plus a valid driver's license. Salary range: \$1,862 - \$2,420 per month. Employer paid retirement and excellent fringe benefit package. City employment and supplemental applications must be received by the City of West Linn, 22825 Willamette Drive, West Linn, Oregon, 97068, by 5:00 p.m., Monday, August 15, 1988.

Equal Opportunity Employer
(Employer in compliance with the Immigration Reform Act.)

LABORERS

LONG/SHORT TERM INDUSTRIAL JOBS AVAILABLE
OWN CAR & HOME PHONE REQUIRED
CALL FOR APPOINTMENT

MANPOWER Temporary Services

Call For An Appointment:

Jantzen Beach 285-1415
Vancouver 690-8410
Portland 226-6281
Salem 585-6147

EXCELLENT BENEFITS

LOCALLY OWNED & OPERATED SINCE 1956

Equal Opportunity Employer

State of Oregon Office of Minority and Women's Business CERTIFICATION SPECIALIST

Salary: \$1,904 - \$2,417/monthly
Conduct business certification reviews of disadvantaged minority and women-owned firms. For details - Contact:

Executive Department
155 Cottage Street N.E.
Salem, OR 97310
(503) 378-3147

Equal Opportunity Employer

DATA PROCESSING

OPERATIONS CLERK

COMPUTER SERVICES CENTER
NORTHWEST REGIONAL
EDUCATIONAL LAB

The Computer Services Center provides data entry and other data processing services to the Accounting Dept. and other programs in the Laboratory. The Operations Clerk performs data entry, accounting processing other tasks assigned by the Computer Services Manager. Data entry includes general ledger batches, employ master updates, and timesheets, budget updates prepared from contract set-up files. Other duties include assistance in the Word Processing Center, overseeing printer and terminal use.

Qualifications: 2 years data entry exp. in accounting applications; 1 year Wang VS experience desirable; understanding of accounting systems, controls, and job processing flow; able to enter 9,000 keystrokes per hour with accuracy; able to carry out assignments to successful completion with minimum supervision; able to work well with others.

Salary: \$14,505 to \$15,000/annum - Excellent benefits.

Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Wed., Aug. 3, 1988. In letter, indicate you are applying for the above position. Apply to:

Personnel Department
Northwest Regional Educational Laboratory
101 S.W. Main St., Suite 500
Portland, OR 97204

Equal Opportunity Employer

EXECUTIVE DIRECTOR

The State Juvenile Services Commission is seeking candidates with strong admin. & leadership skills for position of Executive Director. This position directs all admin. functions of the State Commission. This unclassified position, located in Salem, is appointed by the State JSC in consultation with Governor. Skills require strong skills in communications, personnel & fiscal mgmt., analyzing & presenting info, knowledge of juvenile justice & youth service system & ability to work effectively in high workload demand. Duties include: mgmt. & admin. of Community Juvenile Services Act, direct the work of State Commission in setting policy & agency priorities, provide testimony & info to legislature, advise State Commission on system problem areas & assist Commission in developing position statements related to the problem areas. Monthly salary: \$2,699 - \$3,449. Applications accepted until 8-1-88. For copy of position announcement & job description, contact:

Juvenile Services Commission

530 Center St., N.E.
Suite 232
Salem, OR 97310
Atten.: Shelly
1-(503)-373-1283

Equal Opportunity Employer

WASHINGTON COUNTY

AGING SERVICES PROGRAM SPECIALIST

Salary: \$2,051 - \$2,494/mo.

MANAGEMENT ANALYST (Part-Time)

Salary: \$11.83 - \$14.39/hr.

APPRAISER I

Salary: \$1,771 - \$2,154/mo.

Call (503) 648-8607 for information. County application forms required. Apply by August 5, 1988 to Washington County Personnel.

Equal Opportunity Employer

MANICURIST NEEDED

New nail salon in N.E. metro area. 6 openings. No experience necessary. Commission only.
Call 281-5966 281-5728