

# JOBS & CLASSIFIED ADVERTISING

## SECRETARY

Rural Education Program  
NW Regional Educational Lab

The Rural Education Program provides research information and technical assistance to support the improvement of rural schools and classrooms. Duties include typing correspondence, training materials, reports and proposals; assisting with staff travel arrangements, maintaining files and Program data bases, tabulating and entering survey data for computer analysis.

Qualifications: at least 1 year post-secondary education in secretarial science, office administration or related field of study; 3 years recent secretarial experience with similar responsibilities. Able to type 60 wpm and proofread materials with accuracy; word processing experience (preferably Wang); good English usage skills (spelling, grammar, sentence structure etc); able to complete assignments with minimum supervision, work well under pressure. Experience maintaining filing systems, good interpersonal skills and professional presence.

Salary: \$13,069-\$14,500 per annum; excellent benefit package.

Letter of application and resume must be received in the personnel office by 3 p.m., Friday, 9/30/88. In letter, indicate you are applying for the above position. Apply to:

Personnel Office  
NW Regional  
Educational Lab  
101 S.W. Main St., Suite 500  
Portland, OR 97204  
Equal Opportunity Employer

## ASSISTANT REGION MANAGER

Program Executive D

Adult and Family Services  
Division (AFS)

Annual Salary \$32,388-\$41,388  
Excellent Benefit Package

State of Oregon, AFS is recruiting for Assistant Region Manager in our Northern Region office, Portland, Oregon. As Assistant Region Manager, you will assist the Region Manager in the management and operation of the Northern Region Office of Adult and Family Services. We are especially looking for creative and innovative applicants with excellent communication and management skills.

If you have:

- Five years steadily increasing management responsibility.
- A Bachelor's degree or three additional years of responsible management/administrative experience.

And welcome the challenge of working with a wide variety of programs and a vital, provocative management team, call 229-5236 or write for an application and announcement to:

Adult and Family Services  
Northern Region Office  
2525 S.W. Third, Suite 300  
Portland, OR 97201

Applications must be postmarked by September 30, 1988 to be accepted.

## MENTAL HEALTH

PROGRAM ASSISTANT/  
SECRETARY

Seeking a friendly, energetic individual to work, with chronically mentally ill population on a rehabilitation team. Duties include assisting, planning and running group activities, working individually to build client skills, and coordinating clerical work for the programs.

Must have 2 years clerical experience, type 40 wpm, and have an interest in working with people. Salary \$10,000-\$15,600 Annually, depending on education and experience. Comprehensive benefits. Resume to:

Atten.: Rodney R. Harry,  
Personnel Officer

N/NE Community  
Mental Health Center  
5019 N. Williams Ave.  
Portland, Oregon 97217  
(503) 249-0066

Minorities encouraged to apply.  
Closing date 10/3/88.

Equal Opportunity Employer

## PART-TIME RECEPTIONIST

Answer switchboard for 2 operations, greet guest, sort mail. Must type 40+. Send resume to:

Administrative Assistant  
4614 S.W. Kelly  
Portland, OR 97201

## PERSONNEL MANAGER

C-TRAN, a public transportation agency with multi-bargaining groups, is seeking a Personnel Manager. Requires BA degree in personnel administration or related field, coupled with 3 years experience in personnel functions. The person selected for this position will be directly involved in developing an employee assistance program and in controlling the agencies compensation claim expenses as well as performing the traditional personnel functions. Requires knowledge of current public sector employment laws. Must be able to function in a non-smoking work environment, have a valid driver's license and pass a pre-employment physical. Salary range: \$2,272-\$3,074/Mo. plus benefits. Closes with selection of candidate. Mail resume to:

C-TRAN  
P.O. Box 2529  
Vancouver, WA 98668-2529  
Equal Opportunity Employer  
M/F/H

## COORDINATOR/ ORGANIZER

Fellowship of Reconciliation Inter-Faith Peace & Justice Organization, Portland office. Need non-violence commitment. 35 hours/weekly; \$850/monthly & benefits.

Phone: 222-7293

The Intel Influence

# FLEXIBILITY.

At Intel, we are looking for exceptional people interested in working in our Flexible Workforce Employee Program (FWE).

Imagine the flexibility to pursue your other interests and work part-time, plus receive some benefits such as short term disability, prorated vacations and prorated holiday pay. Your hours may be varied weekly based on the department's needs.

If you are qualified in any of the following areas, but full-time employment is not possible, we would like to hear from you.

Secretarial/Clerical  
Electronic Manufacturing  
Electronic Technicians  
Software Technicians  
Accounting/Payroll

Please send your resume to:

Intel Staffing HF3-05, 5200 N.E.  
Elam Young Parkway,  
Dept. 0238, Hillsboro,  
OR 97124. Equal  
Opportunity  
Employer  
M/F/H.

CITY OF CAMAS • DEPARTMENT OF PUBLIC WORKS  
CAMAS, WASHINGTON

## NOTICE OF CONTRACTORS

CONSTRUCTION OF IMPROVEMENTS FOR COMPLETE  
PRESSURE SEWER SYSTEM - READY FOR SERVICE

Sealed bids will be received by the City of Camas Office of the Finance Department, 616 N.E. 4th Avenue, Camas, Washington until 9:30 A.M. on October 4, 1988 and will then and there be opened and publicly read for the construction of the improvements.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Camas.

Maps, plans and specifications may be obtained from the Office of the Public Works Department upon deposit of the amount of \$25.00, which will be returned to the bidder upon return of the plans and specifications in good condition within 10 days after the opening of bids.

Informational copies of maps, plans and specifications are on file for inspection in the Office of the Public Works Department.

The Improvement for which bids will be received follows:

Bid opening on Tuesday, October 4, 1988, at 9:30 A.M.

The work shall consist of furnishing and installing 2" main line piping, interceptor tanks, piping, fittings, valves, valve boxes, air/vacuum release valves and other miscellaneous work shown on the engineering drawings necessary for complete pressure sewer system ready for service.

The City of Camas reserves the right to reject any or all proposals if found to be higher than the estimated cost and to waive any formality or technicality in any proposal in the interest of the City.

Dale E. Scarbrough,  
Finance Director

## SUB-BIDS REQUESTED

PONY CREEK WATER TREATMENT PLANT  
COOS BAY, OREGON

BID DATE: September 30, 1988 at 1:30 P.M.

## WILDISH BUILDING COMPANY

P.O. Box 7428  
Eugene, Oregon 97401  
(503) 485-1700 FAX (503) 485-1812  
(Bob McDonald)

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

## SUB-BIDS REQUESTED

WEST SEATTLE FREEWAY BRIDGE REPLACEMENT  
PHASE 2

CITY OF SEATTLE • KING COUNTY, WASHINGTON  
BID DATE: September 28, 1988 at 2:00 P.M.

## S.J. Groves & Sons Company Engineer

CONSTRUCTION DIVISION  
P.O. Box 1267  
Minneapolis, MN 55440  
(612) 546-6943

From September 26-28, 1988, our Reps will be at the Red Lion Inn-SeaTac Airport, 18740 Pacific Highway 8, Seattle, WA 98188, (206) 246-8600.

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

"Does it take very long to smoke that?"

"Yes, and it's time well-spent."

20 CLASS A CIGARETTES

**More**  
MENTHOL

FILTER CIGARETTES

120<sup>S</sup>

17 mg. "tar," 1.3 mg. nicotine av. per cigarette by FTC method.

SURGEON GENERAL'S WARNING: Quitting Smoking Now Greatly Reduces Serious Risks to Your Health.

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