

JOBS & CLASSIFIED ADVERTISING

Office Manager

State Juvenile Services Commission
The Office Manager is a principal assistant to the Executive Director of the agency.

The position will coordinate office assignments and provide assistance in the management of county grants and federal grants programs. The position will provide assistance to the Executive Director in work with the Legislature. The position will provide staff support to various subcommittees of the commission as assigned.

Skills required: Fiscal, data and records management, staff and personnel management, knowledge of public policy process, word processing, ability to prepare written materials, and sensitivity to citizen concerns.

Monthly Salary Range: \$1,687 - 2,156

Applications are being accepted until December 23, 1988. For a copy of the position description contact:

JUVENILE SERVICES COMMISSION - 373-1283
530 Center St. N.E. #232
Salem, Oregon 97310

Equal Opportunity Employer

Drivers Wanted

Starting Salary: \$4.00 per hour

Apply at Dominos Pizza - 7536 N.E. Union Ave., Portland, OR 97211 - 11am to 10pm. Full/part-time positions available with flexible hours, tips and commission paid nightly. Drivers average \$6-8 per hour

Equal Opportunity Employer

ACCOUNTING CORPORATE TAX SPECIALIST

Blue Cross and Blue Shield of Oregon is currently taking applications for a Corporate Tax Specialist in the Financial Accounting Department.

This position is responsible for administering and preparing federal, state, local, real and personal property tax returns for Blue Cross and Blue Shield of Oregon and its subsidiaries.

Qualified candidates will also maintain a current knowledge and understanding of the internal revenue code in keeping with all tax planning, especially as it pertains to Blue Cross and Blue Shield of Oregon & subsidiaries.

Requirements for this position are:
-Bachelor of Science degree with an emphasis in accounting.
-2-4 Years diversified tax preparation.
-The aptitude to recognize, analyze and resolve complex problems.
-Demonstrated excellent written and oral communication skills.

Yearly salary range from \$28-\$34K

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

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

TEACHER/COUNSELOR Private Non-Profit Alternative High School

Oregon Certification desired. Minimum 4 years experience with high risk adolescent responsibilities; teaching, case management, advocacy counseling. Beginning Jan. 10, 1989. Send resume and handwritten letter to:

OMLC
7602 N. Emerald
Portland, OR 97217
Equal Opportunity Employer

MACHINING

APPRENTICESHIPS Leading to Journeyman Level TOOL & DIE MAKER PRECISION GRINDER MACHINIST MAINTENANCE MACHINIST

We have openings for apprentices in various machining departments. The program requires completion of a two year training program common to all trades and two to four years of additional specialized training. In addition, apprentices will be required to obtain an Associates Degree in machining technology in order to graduate.

— Have completed 30 or more hours of an approved machine technology program with an average grade of "B" or better.
— Have no grade at the community college level less than a "C".
— Have at least a "B" (2.5 on a 4.0 scale) average in high school.
— Be a high school graduate or equivalent.

OR

Have completed at least two years of high school machine technology which included common shop machines such as lathes, mills, grinders, drill presses, with at least an average grade of "B" or better.
— Have at least a "B" (2.5 on a 4.0 scale) average in high school.
— Be a high school graduate or equivalent.

IN EITHER CASE

Applicants will be screened at Oregon State Employment Division, Oregon City office, 506 High Street, between 8am and 11:30am only through December 16, 1988. You must have official transcripts verifying your academic standing and classes completed to apply.

You will be scheduled to complete the General Aptitude Test Battery at a later date which will be used as one of the selection tools.

an equal opportunity employer m-f-tnc



SECURITY OFFICERS IMMEDIATE OPENINGS!

Wallace Security, the metro area's largest security company, has immediate openings for qualified individuals interested in security. Above average wages. Experience not necessary, though certainly a plus. You must be 18 or older, (retired encouraged to apply), have clean criminal record, your own phone & car. Training & uniforms are provided. Applications accepted 9 am - 3:30 pm Monday-Friday at 4004 SW Kelly, Portland. 223-6162

DISPATCHER I (Trainee)

1st Year Salary \$1521 per month
Job Range: \$1762 - 2140 per month

The Clark County Regional Communication agency announces examination to establish eligibility list for current and future opening for Dispatcher I in its 911 emergency center. Applicant must be 18 years of age and have a high school diploma or equivalent; knowledgeable of Clark County geography is desirable. Apply at the Vancouver Moose Lodge, 8205 E. 4th Plain Blvd., Vancouver, WA between 8-10:30 am on Wed, Dec. 7, 1988: A written examination will be administered on the same day. Photo I.D. is required for admittance for the test: Please allow up to 3½ hours for the entire process period.

Equal Opportunity Employer/
Affirmative Action Employer

NURSING HOME STAFF

Certified Nursing Assistants, Housekeeping and Dietary staff, RN/LPNs, and Activity Director (experience preferred). 60+ bed nursing home located along the beautiful northern Oregon Coast is taking applications for these positions. Excellent starting salary, benefits, and educational programs. Call collect or write for more information:

Atten.: Tom Ward
Seaside Care Center
822 Necanicum Drive
Seaside, Oregon 97138
(503) 738-8383

HELP WANTED

TRUCK DRIVERS NEEDED IMMEDIATELY!

Best pay and benefits program in the industry. Start at 23 cents per mile with regular increases to 27 cents. Minimum of 2,100 miles per week guaranteed. 23 years old with 1 year OTR experience. Good record required. Inexperienced? Ask about J.B. Hunt approved driving schools. Financial assistance available. Call J.B. Hunt - 1-(800) 643-3311.

BUILDING MATERIALS

PARKER

Pole Building Kits
Quality counts with us!
24x36x10 - \$1,947; 24x48x10 - \$2,383; 30x60x10 - \$3,295; 40x60x10 - \$4,095. Other sizes, labor and financing. Call 1-(800) 331-0155. Builder's Board #44526.

POLE BUILDING KITS

24x36x10 - \$1,961; 24x48x12 - \$2,648; 30x60x12 - \$3,623; 40x60x12 - \$4,460. Financing, labor, delivery, other sizes available. Free brochures. (503) 263-6953 or 1-(800) 872-0070. OR40703.

Mom's Helpers Agency

1315 Grand Avenue
Baldwin, Long Island N.Y. 11510
(516) 378-5311

RNs and LPNs

60+ bed nursing home located in the coastal community of Seaside needs licensed nurses. Excellent starting salary, benefits, and educational programs. Contact Tom Ward:

Seaside Care Center
822 Necanicum Drive
Seaside, Oregon 97138
(503) 738-8383

FREE Clerical Training

Participants will be trained in the following areas:

Typing	Telephone Procedures
Record Keeping	Word Processing
Office Procedures	Personal Development
Ten-key	Business Machines
Business English	Machine Transcription

THE COURSE IS 15 WEEKS IN DURATION AND CLASSES ARE CONDUCTED MONDAY THROUGH FRIDAY 9 A.M. TO 4 P.M.

TO QUALIFY:

You must be 16 years of age or older
A resident of the Portland Metropolitan Area

Have a high school diploma, G.E.D., or be willing to enroll in free computer-assisted instruction in G.E.D. classes offered at POIC
Must be willing to participate in job search activities and follow through on job referrals

IF YOU MEET THE BASIC REQUIREMENTS, YOU MAY APPLY FOR TRAINING AT:

Portland Opportunities Industrialization Center, Inc. (POIC)
4515 N. Williams Avenue
Portland, Oregon 97217
287-1271
Contact Person: Jo Puzi

District Office Positions

The U.S. Census Bureau has the following job openings in Portland for the 1990 Decennial Census:

Position Title	Approximate Start Date	Hourly Pay	Job Duration
Assistant Manager for Administration	Early 1989	\$7.50	18 months
Assistant Manager for Office Operations	Early 1989	\$7.50	18 months
Recruiting Operations Supervisor	Early 1989	\$7.25	18 months

All of the above positions include annual and sick leave.

Please Note: This is preliminary information subject to change.

Mail application form by December 14, 1988 (postmarked) to:

U.S. Census Bureau
101 Stewart St., Suite 500
Seattle, WA 98101-1098
Attn: DO

A supervisory test will be given to all applicants the third week in December.

Metro ADVERTISEMENT FOR BIDS

The Metropolitan Service District (Metro) is requesting proposals for a production copier. Proposals must be delivered to the Management Services Department, Metropolitan Service District, 2000 S.W. First Avenue, Portland, OR 97201-5398, to the attention of Judy Munro, Support Services Supervisor, no later than 5:00 p.m., Monday, December 12, 1988.

Potential proposers may obtain copies of request for Proposals by contacting Jackie Miller at 221-1646, ext. 236. Metro may reject any proposal not in compliance with all prescribed public contract procedures and requirements and may reject for good cause any or all proposals upon a finding of the agency that it is in the public interest to do so.

Equal Opportunity Employer

Oregon Health Sciences University

ADVERTISEMENT FOR BID

Medical Research Building Electrical Distribution Systems Upgrade Project

Sealed bids for the Medical Research Building Electrical Distribution Systems Upgrade Project, will be received by the Oregon State Board of Higher Education until 3:00 P.M., local time, December 20, 1988, at the Physical Plant Building, Room 110, 3310 S.W. U.S. Veteran's Hospital Rd., Portland, Oregon 97201.

Additional information can be obtained by contacting Terry Tollen at 279-5308.

Equal Opportunity Employer

Invitation For Bids

Housing Authority of Portland

Sealed bids for the installation of steel or vinyl siding on buildings will be accepted by the Housing Authority of Portland, Oregon (HAP) at 8910 N. Woolesey Avenue, Portland, Oregon 97203 until 2:00 p.m., PST, December 20, 1988. After a short interval, bids will be opened publicly and read aloud. Bidders may be present during the bid opening.

Briefly, the work consists of furnishing and installing steel or vinyl siding on six buildings.

Prospective bidders may pick up one set of bidding documents at 8910 N. Woolesey Avenue between 8 a.m. and 4 p.m., Monday through Friday. A \$20 refundable deposit is required for one set of documents. Documents must be returned in good condition by December 29, 1988 to receive the refund. Additional sets of documents may be purchased at \$10 each which is not refundable. Only business firms outside the Portland Metropolitan Area may order documents by calling 283-4602 and making arrangements for deposit by mail.

A HAP representative will conduct a tour of the job site at 600 S.E. Stark Street at 9 a.m., Wednesday, December 14. Questions posed at this meeting regarding the project will be answered by addenda and provided to all plan-holders by mail.

A minimum of 20% MBE participation in the execution of this project is a HAP requirement and the methods the bidder proposes in compliance with this requirement shall be submitted on a notarized "Certification of MBE Participation" form which will become part of the bid. The affidavit of MBE participation must be submitted by the contractor and accepted by the Housing Authority of Portland prior to issuance of final payment of the contract.

No bid will be considered unless accompanied by Bid Security in the form of a certified check, cashier's check or surety bond payable to the Housing Authority of Portland in an amount equal to 10% of the bid to be forfeited as fixed and liquidated damages should the bidder neglect or refuse to enter into a contract or provide suitable bond for the faithful performance of the work in the event the contract is awarded.

No bidder may withdraw bid after the hour set for the opening thereof until after the lapse of 60 days from the bid opening.

The Housing Authority of Portland may reject any bid not in compliance with all prescribed bidding procedures and requirements and may reject any or all bids, and waive all informalities, if in the judgment of HAP it is in the public interest to do so. Questions regarding this project should be directed to Dave Walter at 283-4602.

HOUSING AUTHORITY OF PORTLAND, OREGON

Loren Tarbell
Director of Maintenance

State of Washington Department of Fisheries CALL FOR BIDS

Patrol Seized Gear Storage Building-Little White Salmon Hatchery

Bids will be received by the State of Washington, Department of Fisheries, until 2:00pm Pacific Time on DECEMBER 6, 1988, for construction of one (1) 26x36 foot pole-type metal storage building to be located at the U.S. Fish & Wildlife Service Little White Salmon River Hatchery, near White Salmon, Washington in Skamania County.

Plans and specifications can be requested by mail (Department of Fisheries, Room 115 General Administration Building, Olympia, WA 98504) by phoning (206) 753-6610 or in person from 902 East Union, Olympia, WA 98504.

STATE DEPARTMENT OF FISHERIES

Joseph R. Blum, Director
By: Russell D. Webb, Chief Engineer
Engineering Division

OREGON DEPARTMENT OF CORRECTIONS

Correctional Officer Recruitment

The Oregon Department of Corrections is currently recruiting for Correctional Officers. Openings currently exist in Salem at the Oregon State Penitentiary, Oregon Women's Correctional Center and the Oregon State Correctional Institute. In Pendleton, openings currently exist at the Eastern Oregon Correctional Institution. The Correctional Officer's main duty in these facilities is to supervise and control inmates to maintain security and enforce discipline. The Correctional Officer is responsible for the safety of life and prevention of the destruction of property at their work sites. The monthly salary for these positions range from \$1,641 to \$1,997. The State offers liberal fringe benefits.

The applicant for Correctional Officer must take two tests:

1. A reading comprehension and language arts test and 2. a multi-choice video test. The multi-choice video test covers work related situations portrayed through the use of a video system. Only those applicants passing the reading comprehension and language arts test will be allowed to take the multi-choice video test. The video test requires 4 hours to complete.

The reading comprehension and language arts test and the video test will be administered in Portland on Saturday, December 10, 1988, at Portland Community College, Cascade Campus, Jackson Hall, Room 104. The reading comprehension and language arts test will begin at 10:00 a.m. The multi-choice video test will begin at 12:00 noon.

Individuals interested in being tested must bring to the testing site a completed employment application for the State of Oregon. This form may be obtained from any State employment office or from the Urban League of Portland office at 10 N. Russell Street. Employment applications will also be available at the testing site at 9:00 a.m. However, the employment application form must be completed before admission to the reading and language arts comprehension test. Applicants will be required to show photo identification before admission to the video test.

Applicants may simply come to the testing site the morning of the test. However, it is recommended that space be reserved by calling the Department of Corrections Personnel Division in Salem at (503) 378-2497.

Equal Opportunity Employer

Females and Minorities are Encouraged to Apply

PORTLAND OBSERVER

"The Eyes and Ears of the Community"
288-0033