

JOBS & CLASSIFIED ADVERTISING

INSURANCE
SAIF Corporation
 Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:

AUDITOR
SR. INTERNAL AUDITOR
 \$2447 MINIMUM
 Corporate Headquarters Salem

Candidates must have a Bachelor's degree in a business-related field and at least 4 years of auditing experience. A certified internal auditor or certified public accountant is preferred. The selected candidate should be able to contribute in a team environment, help set the direction and priorities of audits, have good analytical skills, and take the initiative to develop strong interactive relationships with auditees.

INSURANCE
GENERAL OFFICE CLERK
 \$905

The person in this position will provide clerical support for branch personnel. Duties may include sorting, distributing, filing, routing mail and photocopying as well as other related tasks as assigned.

Classroom office skills and procedures and/or general office experience is required. Minimum typing skills and the ability to operate a 10-key calculator and CRT is required.

EXAMINER TRAINEE
 \$1,405 MINIMUM
 Portland and Salem Offices

The individuals selected for these positions will be in a trainee status for a minimum of six months. During this time, the trainees will be provided with on-the-job training and formal classroom training. Training will consist of learning the examiner duties and responsibilities which include the management and processing of assigned number of disability and non-disability claims insuring that compensation and medical benefits are paid timely.

Applicants must have a minimum of two year's college; a Bachelor's degree is preferred. Applicants must have demonstrated oral and written communication skills and ability to analyze, use logic and evaluate adverse facts. Candidates must also be willing to continue their education through insurance training programs.

NURSE
MEDICAL REVIEW SPECIALIST
 \$2,015 MINIMUM
 Corporate Headquarters Salem

The individual in this position will review complex medical/surgical bills as identified by the audit system. Research new and questionable medical services and equipment; use of diagnostic tests; verify providers scope of practice and level of service; and serve as a resource and assist in training of medical reviewers and medical audit assistants.

Applicants for this position must have a current RN License. An extensive and broad based clinical background, knowledge of medical billing codes, knowledge of services and surgical procedures and knowledge of workers' compensation law and medical rules. The preferred candidate will have a Bachelor's degree and previous medical bill auditing experience.

We offer an excellent benefits program. To be considered for these position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5:00 p.m., December 22, 1988 to request your applicant packet. No resumes please.

SAIF Corporation
 Equal Opportunity Employer

ADVERTISING
RETAIL SALESPERSON
 Two (2) new positions available. Applicants must be outgoing, motivated and have excellent selling skills. Experience in media or agency account work desired. No phone calls. Please send resume to: Dale Coloma, Local Sales Manager, KPDX-TV49, P.O. Box 49, Portland, OR 97207. Equal Opportunity Employer

ADJUSTMENT CLERK
 Part-Time · On-Call

This on-call position would be responsible for researching documents on large court cases when needed and occasionally may be asked to fill in for regular staff. Must have aptitude for looking items up on microfilm, processing photos of checks, assembling items to statements, and understand how to read capture microfiche. Individual must be able to lift boxes weighing up to 25 lbs. each.

PROOF OPERATOR
 Part-Time · On-Call

Now interviewing for on-call proof operator positions. Individuals should be able to accurately operate a single pocket proof machine at a minimum of 1,000 documents per hour. Six months recent proof experience preferred. Must have good penmanship and ten-key by touch required.

These positions are located on S.W. Macadam Avenue. We have an excellent flexible benefits program and highly competitive salary commensurate with experience. Qualified applicants should submit their resume and salary information requirements to:

American Data Services

Personnel Department
 1001 S.W. Fifth Avenue
 Second Floor
 P.O. Box 3066
 Portland, Oregon 97204
 (503) 796-3878

APPLICANT HOURS:
 Mon.-Fri. 9 a.m.-1 p.m.
 Equal Opportunity Employer

ACCOUNTING
FINANCIAL MANAGER

Minimum four (4) years non-profit accounting, financial management & computer experience required. Responsible for budget preparation, grant management, state & federal reporting, all accounting function, financial consultation to staff, supervision of one staff person. Salary depending on experience. Submit resume to:

ARC-Multnomah
 718 W. Burnside
 Suite 316
 Portland, OR 97209
 Atten.: Beverly Emerson
 Equal Opportunity Employer

SECRETARY

For non-profit agency, full-time position, \$5-\$5.90 per hour depending on experience plus benefits. 2 years secretarial experience or equivalent training required; typing min. 55 wpm. Accuracy, detail orientation, good people skills, language & communication proficiency, personable phone manner essential. Apple computer experience a plus. Obtain applications at 2301 N.W. Glisan, Portland, OR or call (503) 222-9661, ext. 233. NO RESUMES. Position open until filled. Equal Opportunity Employer

NURSING
PSYCHIATRIC REVIEW COORDINATOR

This position conducts psychiatric reviews including pre-certification, pre-authorization and inpatient claim review; maintains utilization guidelines; establishes close working relations with provider & internal personnel and assists with psychiatric & chemical abuse program review & policy modifications.

This position will require:
 · Currently Oregon licensed RN.
 · 3-5 years recent hospital or ambulatory psychiatric-substance abuse experience.
 · Experience with hospital claims review and/or audit, demonstrated ability to work in a fast-paced environment under high pressure conditions.
 · A strong commitment to cost containment.
 · Excellent interpersonal skills.

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 Flr.
 100 S.W. Market
 Portland, OR 97201
 Equal Opportunity Employer

BANKING
OPERATIONS OFFICER

Security Pacific Bank Oregon has an excellent opportunity for an Operations Officer in the Business Services Support Department. Responsible for implementation of group operational policies and procedures, monthly preparation of account analysis to include input to on-line system, and resolution of problems relating to client accounts. Requires two years operations experience, excellent organizational skills, strong written and verbal communication skills, demonstrated problem solving skills, and working knowledge of computers.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer highly competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please send a resume with salary requirements to:

SECURITY PACIFIC BANK OREGON
 Personnel Department
 1001 S.W. 5th Avenue
 Second Floor
 P.O. Box 3066
 Portland, OR 97204
 (503) 796-3878

APPLICANT HOURS:
 9 a.m. - 1 p.m. Mon.-Fri.
 Equal Opportunity Employer

BANKING
American Data Services has the following on-call opportunities:

STATEMENT CLERKS
 Part-Time · On-Call

Individuals needed to work the first week of each month and occasionally to fill in during the month for special projects. Must be able to lift trays weighing 15 lbs. each, have a good aptitude for comparing numbers and names, and able to cope with adverse conditions at high volume periods.

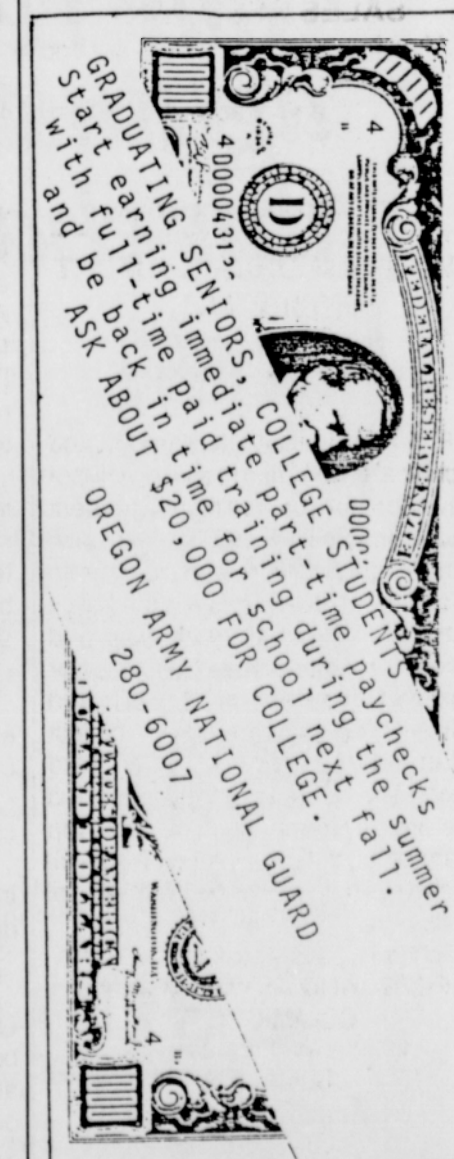
REAL ESTATE - HOUSES

The Housing Authority of Portland (HAP) is seeking to buy **sixty single family, three bedroom houses within Portland's city limits.**

UNIT MUST BE VACANT OR ABANDONED AS OF OCTOBER 1, 1988.

Call 225-1065 to see if your property meets our requirements of location, size, etc.

HAP is a EQUAL HOUSING OPPORTUNITY agency doing business according to Federal Fair Housing Laws.



REAL ESTATE - RENTALS

3 BEDROOM HOUSE FOR RENT.
 Section 8. Call 287-1819.
 5400 N.E. 22nd

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

EDUCATION
TRAINING & TECHNICAL ASSISTANCE ASSOCIATE

Western Center for Drug-Free Schools & Communities
 NW Regional Educational Lab

The Western Center for Drug-Free Schools & Communities provides assistance to elementary & secondary schools, institutions of higher education and the community in the area of prevention of drug & alcohol abuse.

The successful candidate will schedule, plan & coordinate consultation sessions, training & technical assistance for workshops, conferences, and other services to SEAs, LEAs & IHEs in the Northwest area. Additional duties include on-site training with school teams & communities, maintain documentation & conduct evaluations of the services provided. Assist in the development of resource materials, training materials, reports & other documents.

Qualifications: Doctorate degree in education or Master's degree & broad experience in lieu of Doctorate. Experience working in an elementary or secondary school. Knowledge & competence in the area of drug & alcohol abuse. Experience & effectiveness in providing training & technical assistance in the area of prevention & elimination of drug & alcohol abuse; experience in curriculum & material development. Must be able to travel frequently by air & spend considerable time in the field. Experience working as a team member.

Salary: \$31,200-\$33,230 per annum plus excellent benefits.

Letter of application and resume must be received in the Personnel Office by 3 p.m., Friday, Jan. 6, 1989, in letter, indicate you are applying for the above position.

Apply to Personnel Dept.
Northwest Regional Educational Laboratory
 101 S.W. Main St., Suite 500
 Portland, OR 97204
 Equal Opportunity Employer

HOUSING AUTHORITY OF PORTLAND JOB OPENINGS

ON-SITE MANAGER POSITIONS

Ruth Haefner Plaza
 S.W. Beaverton Hwy.
 Portland, Oregon
 73 Units

Cecilo Court
 N.E. 95th
 Portland, Oregon
 28 Units

Dekum Court
 N.E. 27th & Dekum
 Portland, Oregon
 40 Units

QUALIFICATIONS: Apartment management or related experience desired. Must be able to read instructions and write reports. Must be in good health, able and willing to work irregular hours.

COMPENSATION: Salary plus utility allowance.

Those individuals interested in reviewing the job description, or in applying for the above On-Site Manager positions, must come to the HOUSING AUTHORITY OF PORTLAND, 1605 N.E. 45th Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Equal Opportunity Employer

NURSE

Nurse for a variety of Psychosocial Services for the CMI population. Monitor medication, develop treatment plan and conduct inter-disciplinary case review. Must have experience or interest in dual diagnosis. Requires a Bachelor's degree in Nursing or a diploma in nursing with a minimum of 2 years mental. Health experience or Master's degree in the Behavioral Sciences and 1 year mental Health experience.

Hours: 8:30 a.m. to 5:00 p.m., five days a week. We offer comprehensive salary and benefits.

Send resumes to:
 Atten.: Rodney Harry,
 Personnel Office
N/NE Community Mental Health Center
 5019 N. Williams Avenue
 Portland, OR 97217
 (503) 249-0066
 Equal Opportunity Employer

SUB-BID REQUESTED

STATE LANDS BUILDING
 SALEM, OREGON
BID DATE: January 5, 1989 · 3:00 P.M.

Elliott & Jochimsen Const.

P.O. Box 12906 · Salem, Oregon 97309
 (503) 362-1164 FAX (503) 399-9673

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-BID REQUESTED

PORTLAND STATE UNIVERSITY
 MILLAR LIBRARY ADDITION
BID DATE: January 10, 1989 · 3:00 P.M.

Howard S. Wright Const.

P.O. Box 3764 · Seattle, Washington 98124
 (206) 447-7543 FAX (206) 447-7727

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-BID REQUESTED

PORTLAND PUBLIC SCHOOLS
 GROUT MEDIA CENTER REMODELING
BID DATE: December 27, 1988 · 1:00 P.M.

Mackay Construction, Inc.

P.O. Box 219007 · Portland, Oregon 97225
 (503) 292-2374

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-BID REQUESTED

PORTLAND PUBLIC SCHOOLS
 GROUT MEDIA CENTER REMODELING
BID DATE: December 27, 1988 · 1:00 P.M.

Pacific Coast Construction

2233 N.E. 15th · Portland, Oregon 97212
 (503) 287-7055

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-BID REQUESTED

PORTLAND STATE UNIVERSITY
 MILLAR LIBRARY ADDITION
BID DATE: January 10, 1989 · 3:00 P.M.

Donald Drake Construction

1740 N.W. Flanders · Portland, Oregon 97209
 (503) 226-3991

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-BID REQUESTED

STATE LANDS DIVISION BUILDING
 SALEM, OREGON
BID DATE: January 5, 1989 · 3:00 P.M.

Andersen Construction Co.

6712 N. Cutter Circle · Portland, Oregon 97217
 (503) 283-6712 FAX (503) 283-3607

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.

MULTNOMAH COUNTY EDUCATION SERVICE DISTRICT

INVITATION FOR BIDS

REAM WRAPPED PRINT PAPER

Bid No.: #015-89-132
 Bids Due: 2:00 p.m., (PST), January 19, 1989

Sealed bids for furnishing ream wrapped print paper for the ESD's Cooperative Purchasing program will be received by Michael Mlynarczyk, Purchasing Agent, at 220 S.E. 102nd Avenue (P.O. Box 16657), Portland, Oregon 97216-0657 (Phone: (503) 255-1841) until no later than 2:00 p.m., PST, January 19, 1989, at which time and place the bids will be publicly opened.

The successful bidder will not be required to be licensed for asbestos abatement under section 7 of ORS 468.863.

Specifications may be obtained at the above office. Each bid must contain a statement as to whether or not the bidder is a resident bidder as defined in ORS 279.029. The District may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the agency it is in the public interest to do so. No bid will be considered that is received after the appointed date and time.

The District will be closed to public business December 27, 1988 through January 2, 1989.