

# JOBS/CLASSIFIED ADVERTISING

## Affirmative Action Officer/ Assistant To The Dean

Southern Oregon State College seeks qualified person to fill position July 1, 1990. Responsible for affirmative action, contract administration and records management. Requires graduate degree (master's minimum) preferably in public or business administration, human resource management, or law, and at least five years' experience involving ongoing compliance with regulatory and legal requirements, report preparation, and records management, preferably in an academic environment. Proven communication and analytical skills. Deadline May 16, 1990. Salary and benefits competitive. Contact Dean of Administration, Southern Oregon State College, Ashland, Oregon 97520. (503) 482-6319.

EOE/Affirmative Action Employer

## Supply Clerk

Responsible position maintaining inventory, control and distribution of campaign supplies and equipment. Duties include counting and sorting materials and control and maintenance of audio-visual equipment and films. Must have high school education or equivalent and ability to manage time and activities efficiently. Ability to apply basic math and use computerized recordkeeping system required. Must be able to perform tasks requiring manual dexterity and lift up to 50 lbs. Prior experience working with a large number and variety of people in a high activity environment preferred. Must have valid driver's license. Salary \$14,000 plus excellent benefits. Send resume by May 4th to:

Carolyn Lewis  
United Way/Columbia-Wilamette  
718 W. Burnside  
Portland, Oregon 97209  
228-9131  
EQUAL OPPORTUNITY  
EMPLOYER

## WEIGHMASTER 1

(Weighmaster)  
\$1414-\$1858

The Oregon Department of Transportation, Highway Division, is accepting applications for the above position located throughout the state. Major duties include: conducting safety inspections of motor carrier drivers, cargo and vehicles; determining vehicle size and weight compliance; and issuing citation to drivers. Contact EXECUTIVE DEPARTMENT PERSONNEL CENTER, 775 Court St., Salem, OR 97310 (503) 378-3146 for employment application and recruiting announcement. APPLY NOW - THIS RECRUITMENT WILL CLOSE MAY 24, 1990.

AN AA/EEO EMPLOYER

## FACILITY MAINTENANCE JANITOR/HELPER

Seeking a full time Facility Maintenance Janitor/Helper to perform building and grounds maintenance work including cleaning, repairing, grounds upkeep, maintenance of shop equipment, facility parking lot, park and ride lots, bus stops and signs. Salary range \$5.61 - \$8.28 plus benefits. Must have valid driver's license with a good driving record. Apply: Employment Security Dept., 603 W. Evergreen Blvd. Closes 5-4-90. Equal Opportunity Employer M/F/H

## Coordinator, Student Legal Services

Portland State University seeks member of Oregon State Bar to provide legal advice to students and student organizations at PSU through advising, counseling, referral, negotiation and mediation. Duties include client problem solving, coordination of student legal services, community liaison and office administration. A minimum of one year active general practice preferred. Salary \$24,000 + DOE. Send letter of application, vitae, and 3 names and telephone numbers of references to PSU/Student Legal Services/SEARCH/P.O. Box 751/Portland, Oregon 97207 by May 30. Position to be filled by July 1. For info contact Janice Jackson at 1-503-547-8887 (outside of Oregon) or in Oregon, 1-800-452-4909. PSU is an AA/EEO employer and committed to diversifying its workforce.

## WATERMASTER 2

With the Oregon Water Resources Department to assist in water distribution, informational inquiries and complaints. Background in engineering is essential. Salary \$2243-\$2983 per month. For more information contact Terry Olbekson, 378-3741 by May 11, 1990.

EOE

## CITY OF WEST LINN Engineering Technician II

\$1600 to \$2080/mo (DOQ)

Performs engineering work of a technical nature, which may include surveying, drafting, blueprinting with emphasis on inspection of construction projects. Inspects wide range of construction and improvement projects for conformance to plans and City ordinances. Minimum qualifications are graduation from high school or completion of GED certification. Three years progressively responsible experience conducting construction inspections required. Minimum one year experience in drafting, surveying and engineering. Course work in Civil Engineering Technology equal to 45 credits desirable. Skill required in reading and interpreting of plans and specifications and working effectively with contractors and general public. Must possess valid Oregon driver's license at time of appointment. West Linn applications must be received by 5/21/90 at 4:30 p.m., 22825 Willamette Drive, West Linn, OR 97068, (503) 657-0331. EOE

## MENTAL HEALTH

C-IV Family Counselor  
\$1393-\$1450 month plus excellent benefits.

CODA INC. seeks family counselor in the family services program. Responsibilities include assist in development and operation of outpatient family programs, possibly supervise some staff, conduct parent training, family assessment and treatment in individual, group and family therapy. Perform consultation, coordination and liaison with CSD schools and medical providers. Develop, implement and monitor program policies and procedures. To qualify - a master's degree in a human services discipline is required. 2 years supervised human services experience strongly desired, preferred candidate will have knowledge of chemical dependency issues, family treatment and supervision. To apply submit standard CODA application form and screening question responses to the address below. Application materials available at CODA INC., 210 NE 20th, Portland, OR 97232. Phone 239-8400.

Equal Opportunity/Affirmative  
Action Employer

## Media Sales

Entry level sales position at major radio station. Send resume to: P.O. Box 14957, Portland, OR 97214

Equal Opportunity Employer

## Assistant Professor Forest Resources and Forestry Media Center

Oregon State University  
Position opening for an Assistant Professor of Forest Biology who also can serve as Director of the Forestry Media Center. The incumbent will teach undergraduates in Forest Biology, Dendrology, and related courses; coordinate activities of the Silviculture Institute; and direct activities of the Forestry Media Center. Instructional assignment is 50%, with the remaining 50% split between the two other activities. Ph.D. in Forest Biology or closely-related field, experience in university teaching, experience in instructional design, experience in supervising employees, and experience in program planning and administration required. Position available July 1, 1990. Application deadline May 25, 1990. Send letter, curriculum vitae, university transcripts, and three letters of reference to Perry J. Brown, Dept. of Forest Resources, Oregon State University, Corvallis, OR 97331-5703. Oregon State University is an Affirmative Action Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. Applications from women and minorities are encouraged. Oregon State University has a policy of being responsive to the needs of dual-career couples.

## MECHANIC

West Coast Grocery Company is accepting resumes from qualified individuals for the position of Journeyman Mechanic.

Individuals must have experience in vehicle maintenance, service and repair: diesel tractors, trailers, reefers, power tailgates, auto and warehouse equipment. Proficient general welding and fabrication skills necessary. Must own complete set of tools and have a valid Oregon driver's license.

Entry level wage: \$10.65 per hour for first 6 months with advancement to \$12.65 for one year. Medical, dental and vision benefits. This is a union position.

Send resume of qualifications and references regarding your work performance to: West Coast Grocery Company, P.O. Box 12909, Salem, Oregon 97309, Attn. Human Resources; or apply in person at West Coast Grocery, 3601 State Street.

Equal Opportunity Employer  
M/F/H

## The Private Industry Council (TPIC)

is an organization providing employment and training services to economically disadvantaged individuals. TPIC is recruiting for the following temporary full-time positions for its summer youth program.

**PAYROLL CLERK** - Responsible for assisting in processing payroll for all program trainees. Preferred qualifications: High school diploma or GED; one year payroll or data entry experience; ability to work under pressure; good communication skills; ability to work independently. Position duration: approximately June through September 1990. Salary \$6.75 to \$6.95 per hour.

**CREW LEADER** - Supervises, trains and reinforces appropriate work habits of youth crews participating in basic community beautification, maintenance and landscape work. Preferred qualifications: High school diploma or GED; demonstrated ability and experience working with minority, culturally disadvantaged or "at risk" youth; effective communication skills; knowledge of appropriate use of simple tools; valid driver's license and reliable transportation. Position duration: late June through early September 2, 1990. Salary \$6.10 per hour.

Applicants must submit official TPIC application before 5 p.m., Wednesday, May 9, 1990. Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. FAX 241-4622. No phone calls please. TPIC is an Affirmative Action/Equal Opportunity Employer.

## DATA PROCESSING

### Programmer/Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Programmer/Analyst. The Programmer/Analyst will:

- Gather, analyze and document information for developing or modifying operational and information systems to pinpoint areas where improvement can be made.
- Design programs, develop code and perform the necessary implementation activities involved in the installation of new and improved systems.

The successful candidate will have 1-3 years of IBM mainframe experience and a minimum of 2 years OS and COBOL experience, with training in systems analysis and special emphasis in project mgmt, user relations, data gathering techniques and written and oral communication. A college degree is desired. College exper. may be substituted by demonstrated commendable performance as a programmer.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #221 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of  
Oregon  
Human Resources Dept., 5th Flr.  
100 SW Market  
Portland, OR 97201  
TDD # 225-6780  
Equal Opportunity Employer

## COORDINATOR

### Youth Employment Program

Albina Ministerial Alliance, 1425 N.E. Dekum St. Salary: \$16,000 plus benefits. Experience in managing youth, good communication skills. Contact Mrs. Robinson - Closing May 9, 1990 E.O.E.

## GROUND MAINTENANCE WORKER I

OSU PHYSICAL PLANT, Grounds Management Shop. Position is responsible for mowing and edging lawns and fields; plants, transplants, water, cuts, prunes, and trim lawns, shrubs, trees, etc.; applies pesticides and herbicides; installs, repairs, tests troubleshooting irrigation and sprinkler systems.

To qualify, must have one year experience as professional groundskeeper or two years experience in any occupation providing knowledge of horticulture and groundskeeping practices and procedures. Applications will be accepted through June 4, 1990. Apply through Personnel and Labor Relations Division, PO Box 14155, Salem, Oregon, 97309-0505.

OSU is an AA/EEOE and complies with Section 504 of the Rehabilitation Act of 1973.

## Benefits Coordinator

Blue Cross and Blue Shield of Oregon is currently seeking an experienced Benefits Coordinator. This position is responsible for coordinating benefits for 2000+ employees. Specific responsibilities are:

- Annual and monthly benefit enrollments for medical/dental/vision/prescription plans. This includes large & small group benefit orientations, individual benefit counseling, and preparation of written materials.
- Administration of BCBSO's leave of absence program, short term and long term disability programs, COBRA, and a flexible spending program.

Qualified candidates will have a Bachelor's degree preferably in Human Resources or a relevant field, or a minimum of 3 years experience in the benefits field. Equivalent experience such as detailed knowledge of state/federal regulations pertaining to benefit plans, group presentation skills, written communication skills, and experience administering health plans will also be considered.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #180 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of  
Oregon  
Human Resources Dept. 5th Flr.  
100 SW Market  
Portland, Oregon 97201  
TDD # 225-6780  
Equal Opportunity Employer

## MEDICAL

### Registered Records Administrator

Blue Cross & Blue Shield of Oregon, a major health insurance company with a work force of 1900+ employees, is currently accepting applications for an RRA/ART Coordinator in the Medical Affairs Dept.

Incumbent will review inpatient hospital claims to verify correct DRG assignment, negotiate & resolve DRG assignment issues with providers & provide guidance & directions on ICD-9-CM coding & DRG practices.

Qualified candidates will have a min. 2 yrs. recent hospital exp. in ICD-9-CM coding of medical records & DRG assignments & current ART certification. Successful candidate will be committed to cost containment efforts. Must be extremely detail oriented & have excellent oral & written communication skills. Excellent attendance required. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #110 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of  
Oregon  
Human Resources Dept. 5th Flr.  
100 SW Market  
Portland, OR 97201  
TDD # 225-6780  
Equal Opportunity Employer

## INSURANCE

### LIFE/DISABILITY CLAIMS ANALYST

Blue Cross and Blue Shield of Oregon is currently seeking an experienced Life/Disability Claims Analyst.

Qualified candidates will have 1 year experience in life and disability claims adjudication. CRT experience and the ability to type 45-50 wpm.

Other qualifications incl:  
- demonstrated ability to develop professional correspondence using correct structuring, spelling and grammar.  
- previous phone experience in a problem solving environment  
- the ability to remain flexible in a changing environment  
- medical terminology and ICD-9 coding a plus

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #204 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of  
Oregon  
Human Resources Dept. 5th Flr.  
100 SW Market  
Portland, Oregon 97201  
TDD #225-6780  
Equal Opportunity Employer

## PROGRAM

### TECHNICIAN 2 (C08130\*)

Welfare Reform Executive Assistant In Adult And Family Services Division (AFS)

Salary (\$2464-\$3286-Monthly)  
Excellent Benefit Package

State of Oregon, AFS needs an energetic and innovative person with quality analytical and organizational skills for the Executive Assistant position in Welfare Reform Section in Salem, Oregon.

### QUALIFICATIONS:

... two years of experience with responsibility for monitoring and coordinating a social service program or project. Your experience must have included program evaluation responsibility.

Your background must have given you the knowledge and skills, identified in Announcement #OC900500.

Obtain a State of Oregon Application (PD100) and Announcement #OC900500 from Personnel Center, 775 Court Street, Salem, Oregon 97310.

APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE POST-MARKED BY MAY 18, 1990 TO BE ACCEPTED.

FOLLOW THE DETAILED INSTRUCTION ON THE ANNOUNCEMENT.  
AN EQUAL OPPORTUNITY  
EMPLOYER.

## COMPUTER SYSTEMS MANAGER

Springfield Public Schools has an opening for a Computer Systems Manager. Excellent opportunity for career development. Looking for a self-starter with a Bachelor's degree and/or experience with Mainframe/microcomputer networks. Experience with training, database development desirable. UNIX experience a plus. Salary range for 1989-90 school year \$38,075-\$42,305 with a generous benefits package. Complete description of duties and application available at Springfield School District, 525 Mill Street, Springfield OR 97477. 503/747-3331. An Equal Oppt/Affirmative Action Employer.

APPLICATION DEADLINE 5-18-90  
AN EQUAL OPPORTUNITY  
EMPLOYER

## SOCIAL SERVICES

Residential care counselors in shelter for teen girls. AA degree + 2 years experience or B.A. Resume to Liza 537 SE Alder, Portland 97214

Equal Opportunity Employer

## Explore Banking Opportunities with Security Pacific Bank Oregon

\*Commercial Tellers  
\*Trust Investment Sales Officer  
\*Secretary III

For information regarding available positions, call our Job Line, 796-3878, or visit our Personnel Office  
1001 SW Fifth Avenue  
Second Floor  
Portland, Oregon  
Applicant Hours: Mon-Fri. 9-1 p.m.

## COUNSELING

### Life Skills Instructor

Northeast Skills Center  
Job Number 57  
Portland Community Campus  
Cascade Campus

Will instruct Northeast Skills Center clients, focusing on skill areas essential for success in training for, obtaining and keeping employment. Will administer testing and evaluation of students. Teaching schedule will include day and evening classes. Will also advise and counsel students.

Bachelor's degree in Psychology, Sociology, Social Work, counseling or a related field required. Master's degree in Psychology with an emphasis in counseling is preferred.

Applications will be accepted until May 8, 1990. For application information contact PCC Staff Employment, 049 SW Porter, Portland, OR 97201 (503-273-2823).

PCC is an Equal Opportunity/  
Affirmative Action Institution

## TELECOMMUNICATIONS

### Lead Voice Communication Technician

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Lead Voice Communications Specialist for their Network Support Department.

Qualified candidates must have six years of experience in the telecommunications industry with progressive job responsibilities, knowledge of network management techniques and procedures, certification in Rolm or Siemen's PBX systems and knowledge of traffic engineering, techniques such as Poissant, Erlang B & C and the ability to design and implement ACD functions for customer service applications.

The successful candidate will be responsible for the following:

- All technical aspects of managing the voice communication network within the corporation
- Installation and maintenance of all voice related systems used within the Blue Cross Blue Shield "Campus" complex, most corporate subsidiaries and all district offices.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #203 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of  
Oregon  
Human Resources Dept. 5th Flr.  
100 S.W. Market  
Portland, OR 97201  
TDD #225-6780  
Equal Opportunity Employer

## FINANCIAL SERVICES MANAGER

The Financial Services Manager is the Chief Financial Officer of the Columbia River Inter-tribal Fish Commission and is responsible for planning, organizing & directing activities of the Financial Services Dept. Responsible for managing & assuring accountability & compliance for all program & contractual obligations, approving financial transactions & procurement & property management. Requires working knowledge of those financial & administrative OMB standards (A-87, A-102, A-128) that apply to federally recognized Indian Tribal Governments. Develops recommendations concerning financial & administrative policies & strategic plans. Desirable certified public accountant certificate and/or a master's in business or public administration. Salary range will be from \$42,500 to \$52,500. Send complete resume with 3 references to: Columbia River Inter-tribal Fish Commission, 975 SE Sandy, Suite 202, Portland, OR 97214. Closing date May 18, 1990. We are an equal opportunity employer. Preference will be given to qualified Indian applicants who provide proof of enrollment in a federally recognized tribe.

## The Portland Hilton Job Hotline

220-2560

Equal Opportunity Employer