

# JOBS/CLASSIFIED ADVERTISING

## ACCIDENT INVESTIGATION

Pierce Transit is currently recruiting for a Claims Representative who will administrate accident investigating, bodily injury settlements, property damage claims, compensation claims, subrogation activities and monitoring worker's compensation claims and coordinating supplemental payments. Requires a B.A. degree in insurance, business or related field, plus a minimum of two years experience in investigating bodily injury and property damage liability claims and experience in materials damage appraising. Requires excellent communication skills and knowledge of workers compensation laws.

A detailed announcement and application form may be obtained from Pierce Transit, 3701-96th St. SW (96th & So. Tacoma Way), Tacoma, WA 98499, or by calling (206) 581-8080. Applications must be received or postmarked by 4:00 PM, 5/29/90.

Equal Opportunity Employer

## Frito-Lay, Inc. TRANSPORT DRIVERS/CASUAL

- 2 years double/triples/solo/sleeper experience.
- Combination license required.
- Stable work history required.
- Excellent driving record
- Ability to perform in a fast-paced/demanding work environment
- Health & Welfare to Sept. If work min. 30 hrs./wk.

No phone calls please. Please list previous employers' telephone numbers and apply at Washington State Job Service, 603 W. Evergreen Blvd, Vancouver, WA

Equal Opportunity Employer  
M/F/H/V

## 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 Oppy/Affirmative Action Employer.

Application Deadline: 5-18-90

## CUSTODIAL SERVICES SUPERVISOR

For the Facility Services Unit of The Legislative Administration Committee. Position supervises night custodial crew performing general cleaning and minor maintenance in the Oregon State Capitol. Working hours 5:30 pm to 2:00 am. Experience coordinating or supervising the work of custodial staff and experience performing custodial work and minor maintenance on equipment and buildings required. Salary range \$1,781-\$2,387 per month. A Legislative Administration committee application and other materials required. Application materials must be received by 5 pm, May 25, 1990. Contact Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310. (503) 378-8530. FAX: (503) 373-1527.

Equal Opportunity Employer

## Oregon Corrections Intake Center Manager

**Oregon Dept. of Corrections**  
to direct the development and operation of a 200 bed Intake and Assessment Center in evaluating newly committed inmates as to custody classification, needs assessment and assigning the inmates to the appropriate institution within the state prison system. Salary range: \$3050-\$3714/mo. Liberal insurance coverage, flexible benefits, retirement, vacation & sick leave. For detailed announcement & application contact: Personnel Mgr., Dept. of Corrections, 2575 Center St. N.E., Salem, OR 97310 (503) 378-2497, FAX (503) 378-4285; Recruitment closes 06/01/90

Equal Opportunity - Affirmative Action Employer

## ACQUISITIONS

William Jasper Kerr Library  
Oregon State University  
**HEAD OF ACQUISITIONS**

Applications and nominations are invited for the position of HEAD OF ACQUISITIONS at the Oregon State University Libraries. Administers centralized acquisition of library materials and serials control operation. Responsible for ordering, receiving, and accounting for all materials (monographs and serials/print and nonprint) acquired by purchase, gifts or exchanges. Responsible for organization, planning and implementation of policies and procedures within the Acquisitions/Serials Division. Reports to the Assistant Director for Technical, Automation and Administrative Services. Key participant in implementation of automated acquisitions and serials control systems including subsequent redesign of work flow. Coordinates monographic and serial acquisition and control processes including accounting, with other technical processing, collection management and reference programs. Manages one professional and thirteen support staff plus student assistants.

**QUALIFICATIONS:** MLS or equivalent from ALA-accredited program; several years of progressively responsible professional experience, including two years in a serials and/or acquisitions department or comparable experience; communication and interpersonal skills; ability to analyze work processes and implement new technology; organizational, managerial and supervisory skills. Second master's or other advanced degree required for tenure. 12-month position with faculty status; minimum salary \$30,000; medical/dental insurance and retirement benefits. Send letter of application, curriculum vitae, and names, addresses and phone numbers of 3 references to: Shirley R. Scott, Kerr Library 121, Oregon State University, Corvallis, OR 97331-4501. Application deadline: June 30, 1990. OSU is an Affirmative Action/Equal Employment Opportunity employer, and is responsible to the needs of dual career couples.

## Multnomah County

**Jail Steward** - \$10.85 per hour plus excellent benefits; performs cooking and supervisory work in food preparation at the Correctional Facility in Troutdale; Jail Stewards must be able to work any shift, any day of the week; requires training and/or experience to equal eighteen months; apply by May 18, 1990.

**Deputy Public Guardian/Conservator** - \$12.59 per hour plus excellent benefits; serves as public fiduciary or public trustee over assets and/or lives of protected persons so adjudicated; requires a related degree and three years of experience; a mental health background is preferred; apply by May 18, 1990.

**Sanitarian** - \$11.03 per hour plus excellent benefits; performs inspection work in promoting and maintaining standards of public health sanitation in the areas of food service, recreation and housing sanitation, water quality control, on-site sewage disposal, swimming pool sanitation, and general sanitation; requires a Sanitarian or Sanitarian Trainee registration; apply by May 18, 1990.

**Contracts Specialist** - Community Action Program - \$12.59 per hour plus excellent benefits; duties include processing revenue contracts and amendments, preparing work plans and budget modifications, preparing requests for proposals and bid requests, negotiating and monitoring contracts and preparing reports; apply by May 18, 1990.

**Weatherization Services Auditor/Inspector** - \$10.42 per hour plus excellent benefits; performs residential energy analyses and retrofit inspections related to weatherization needs of single-family homes occupied by low-income citizens; requires six months of experience and certification to perform energy audits; apply by May 18, 1990.

WHERE TO APPLY: Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204

"An Equal Opportunity Employer"

**GOVERNMENT SEIZED** vehicles from \$100. Corvettes, Chevys, Porsches, and other confiscated properties. For Buyers Guide 1-(800) 448-2562 ext. 3600. Also open evenings & weekends.

## GOVERNMENT LIAISON

\$33,216-\$46,776 Per Year  
The Oregon Department of Transportation is looking for an experienced and enthusiastic team member to be our Federal, State & Local Government Liaison on complex transportation issues. The successful candidate will have six years of professional/technical experience, including two years as a supervisor or manager. Experience working with surface transportation issues a must. Degree in Public Administration, Political Science, or related field, may substitute for 3 years of experience. Contact ODOT Personnel, 120 Transportation Bldg. Salem, OR 97310 (503) 378-6281, for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., May 25, 1990.

AN EEO/AA EMPLOYER

## Audience Promotion Manager

The job requires a creative, knowledgeable, hands-on leader to ignite excitement and direct 5 person promotion staff. Minimum of 5 years experience in a broadcast promotion department. Must be well versed in radio, house air, print, outdoor and special events. The person we are looking for will report directly to top management. Top drawer production facility and high 6 figure media budget part of the mix. Understanding and ability to direct and execute over-all station image is essential. Salary commensurate with ability and experience.

Send resume to:  
Dennis Updgraff  
V.P. Programming and Operations  
KPDJ-TV  
P.O. Box 49  
Portland, OR 97207  
No phone calls  
Equal Opportunity Employer;  
Affirmative Action Employer

## PROGRAM TECHNICIAN 1 (CO8120\*) MEDICAID AUDITOR IN DEPARTMENT OF HUMAN RESOURCES (DHR)

SALARLY (\$2039-\$2713-MONTHLY)  
Excellent Benefit Package  
State of Oregon, AFS needs an energetic and innovative person with medical, medical auditing and/or claims auditing background for the Medicaid Auditor position in the Office of Medical Assistance Program in Salem, Oregon.

**QUALIFICATIONS:**  
... three years of experience administering or coordinating part/subsets of a program or project.  
A Bachelor's degree in Business Administration, Management, Public Administration, Health Care, Social Services or a related field may be substituted for up to two years of the required experience.  
Obtain a state of Oregon Application (PD100) and Announcement #OC900489 from Personnel Center, 775 Court Street, Salem, Oregon 97310. APPLY AS SOON AS POSSIBLE. APPLICATIONS MUST BE RECEIVED BY MAY 17, 1990 TO BE ACCEPTED.  
FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT AN EQUAL OPPORTUNITY EMPLOYER

## CORRECTIONAL OFFICER

Supervise and control inmates in an adult correctional institution. Beginning salary \$1677 per month plus liberal benefits. Current positions in Baker City, North Bend, Pendleton, Portland and Salem. Future positions in Ontario. Exams will be held in Portland on May 12, May 26, and June 23, plus additional dates in Salem, Ontario, and Pendleton.

Applications available at Urban League of Portland, Employment Division offices, or contact:  
Department of Corrections Personnel  
2575 Center Street NE  
Salem, OR 97310  
503/378-2497  
EQUAL OPPORTUNITY EMPLOYER

**ATTENTION: POSTAL JOBS!** Start \$11.41/hour! For application info, call (1) 602-838-8885, ext. M-12859, 6am-10pm, 7 days.

## CLERICAL

Full time entry level positions available. No experience necessary. Typing position requires 50 wpm. High School diploma or GED. Must successfully complete aptitude test. Full benefit package.

**Farmers Insurance Group**  
1-5 & Hwy. 217  
Tigard, OR  
620-6283  
EOE

**GRAPHIC ARTIST**  
Designing and creating materials for duplicating.  
Appl. Deadline: 05/18/90 by 2 p.m.  
Call 255-1501 Jeanene, for Multnomah Education Service District Application form and additional information or come to Multnomah Education Service District, Recruitment Office, 11611 NE Ainsworth Circle, Portland.  
An Equal Opportunity Employer

**REGISTERED NURSE School Health Services Temporary As Needed**  
Providing health care to students enrolled in public school, pre-kindergarten-12th grade in Multnomah County. Hours, Days and Sites negotiable. Assigned to cover for staff absence.  
Appl. Deadline: Open Recruitment Call 257-1501 Jeanene, for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR  
An Equal Opportunity Employer

**PRINCIPAL EXECUTIVE MANAGER D (X7006X\*)**  
FAMILY/AUDIT PROGRAM UNIT MANAGER  
IN ADULT AND FAMILY SERVICES DIVISION (AFS)  
SALARY (\$2768-\$3898 MONTHLY)  
Excellent Benefit Package  
State of Oregon, AFS needs an energetic and innovative person with quality management skills for the Family/Adult Program Unit Manager position in the Income Maintenance Section in Salem, Oregon.

**QUALIFICATIONS:**  
... six years of progressively responsible experience in supervision or staff technical or professional level work related to a program of AFS.  
Experience must have included at least two years of supervision and management of a program, section, or unit which included: development of program rules and policies, long and short range goals and plans, programs evaluation and budget preparation.  
A Bachelor's degree or coursework in a field related to management such as Business or Public Administration, or a field related to a program of AFS, may be substituted for up to three years of the required experience.  
Obtain a State of Oregon Application (PD100) and Announcement #OC900525 from Personnel Center, 775 Court Street, Salem, Oregon 97310. APPLY AS SOON AS POSSIBLE. APPLICATIONS MUST BE POST-MARKED BY MAY 23, 1990 TO BE ACCEPTED.  
FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT.  
AN EQUAL OPPORTUNITY EMPLOYER.

**Wastewater Treatment Plant Operations Manager**  
\$2718 - \$3453/mo.  
The City of Salem, Oregon is seeking a highly skilled individual to lead the operations unit of a large, complex wastewater treatment plant. Plant utilizes secondary treatment processes of pure oxygen activated sludge (UNOX), trickling filter and trickling filter/activated sludge (TF/AS). Considerable progressively responsible experience in the field of wastewater treatment plant operations, managerial experience; high school graduation supplemented by technical/college course work in chemistry, bacteriology or related field; completion of operator's short courses; or equiv. experience and training. Possess valid Class 4 Oregon driver's license and ability to obtain Oregon certification as Wastewater Treatment Operator IV. Request City application at City of Salem, Personnel Dept., Rm. 255, 555 Liberty SE, Salem, OR 97301. EOE. 503/588-6162.  
Closing date: 7/27/90

## ADMINISTRATIVE ASSISTANT

Major fundraising organization is seeking self starting, highly motivated individual for exciting Campaign Division position. Will serve as confidential secretary to Vice-President and supervisor to support staff. Duties include typing correspondence, reports and meeting minutes as well as providing telephone support and handling mail; all with a high degree of skill, accuracy and confidentiality. Responsible for the selection, training and direction of clerical staff. Requires 5+ years experience and/or training in office procedures with exceptional abilities in typing, shorthand, spelling, grammar & punctuation. Typing 60 wpm and competency with DisplayWrite 4 and Lotus 123. Ability to work comfortably with large number and variety of people in high-activity environment. Demonstrated strong organizational, communication, interpersonal and decision-making abilities, and proven experience handling sensitive and confidential information. Experience in supervision of office staff preferred. Salary minimum \$18,000 plus excellent benefits. Send resume by May 11 to:  
Carolyn Lewis  
United Way/Columbia-Willamette  
718 W. Burnside  
Portland, Oregon 97209  
228-9131  
EQUAL OPPORTUNITY EMPLOYER

**INSURANCE Customer Service Full & Part Time**  
Blue Cross and Blue Shield of Oregon is currently accepting applications for full time and part time Customer Service Representatives in the Customer Service Department.  
This position is responsible for in depth knowledge of all aspects of Blue Cross & Blue Shield of Oregon business. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form.  
Qualified applicants will be able to work autonomously in fast paced environment, and must have demonstrated excellent attendance in previous employment.  
Other requirements include:  
- 1 year work experience in insurance industry  
- 1 year experience in customer relations  
- Medical/dental terminology  
- Organizational skills  
- CRT experience & ability to type 30 wpm & 10 key calc.  
- Procedural codes helpful  
- Good math skills  
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 #211 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

**The Oregon Traffic Safety Commission**  
is interested in contracting for services to assist with conference registration and on-site coordination of its annual traffic safety conference to be held October 24-25, 1990 at Salishan Lodge in Glenden Beach, Oregon.  
All individuals and firms interested in receiving a copy of the Request for Proposal should telephone the Oregon Traffic Safety Commission at 378-3669 or toll free 1-800-922-2022.

**The City of Salem is recruiting for Police Officers**  
\$1988-\$2536/mo. base + excellent fringe benefits. Live and work in Oregon's capital city in a modern, well-equipped agency serving a pop. of approx. 100,000. Must be U.S. citizen, high school grad. or possess GED., and 21 yrs. by 6/15/90. Additional points may be awarded for bilingual skills, law enforcement or corrections experience, and/or college education. Women and minority applicants are encouraged to apply. Closes: 5/25/90.  
Request application package at Personnel Dept., 555 Liberty St. SE, Rm. 225, 97301.  
EOE/AA

## HUMAN RESOURCES

**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 incl. large & small group benefit orientations, individual benefit counseling, and preparation of written materials.  
- Administration of BCBSO's leave of absence program, short 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, OR 97201  
TDD #225-6780  
Equal Opportunity Employer

**SENIOR ENERGY REVENUE REQUIREMENTS ANALYST (\$32,736-\$43,632)**  
The Oregon Public Utility Commission is recruiting for a Senior Energy Revenue Requirements Analyst to provide financial and accounting expertise in the regulation of energy utility rates and operations. The person holding this position assumes substantial responsibility in analyzing energy utilities' revenue requirements and advising the Commission on those matters as well as accounting and tax issues. To qualify, you must have four years experience in utility auditing or accounting, economic research and analysis, or engineering, including the review and written analysis of financial and accounting data. One of the four years must be directly related to utility auditing or accounting. In addition, you must have a Bachelor's degree in accounting, engineering, economics, or a relevant scientific discipline or three more years of responsible, pertinent experience. A Master's degree in engineering, economics, accounting, or a relevant scientific discipline can substitute for one year of the required experience. No substitution can be made for the required one year of experience related to utility auditing or accounting. Experience using personal computers may be given preferred consideration. For information about applying, call (503) 378-6662 or write to the Oregon PUC, Personnel Services, 450 Labor & Industries Building, Salem, Oregon 97310.  
An Equal Opportunity Employer.

**Principal Exec/Manager A Food Service Training Manager**  
Fairview Training Center, a large state residential training facility for MR/DD individuals, seeks a Food service Training Manager. This person manages the Food Service Dept. Inservice training program, maintains the department's policies/procedures manual and coordinates the department's quality assurance program. Salary: \$2065.00-\$2906.00/monthly. Generous fringe benefits. Registered dieticians are encouraged to apply. For application information, contact Personnel Office, Fairview Training Center, 2250 Strong Rd., Salem, OR 97310 (503) 378-5369 EOE

**ATTORNEY**  
- in housing unit of Multnomah County Legal Aid Service. Emphasis on fair housing law. Three to six years experience required, particularly in litigation. Salary dependent on experience. Excellent benefits. Send resume to Hannah Callaghan, Legal Aid, 310 SW 4th Ave., #900, Portland, OR 97204 by May 25, 1990.