

# JOBS/CLASSIFIED ADVERTISING

## POLICE OFFICER

### Portland International Airport

The Port of Portland is recruiting for Police Officers to be responsible for the protection of life and property at Port of Portland International Airport, to ensure the convenience and well-being of the public while traveling through airport facilities, and to respond to the needs of airport tenants in a prompt and professional manner.

**Qualified applicants should:**


- Be capable of learning to operate various equipment associated with police work (i.e. firearms, patrol car radios, camera, resuscitator, typewriter, teletype, etc.)
- Have the ability to work on any shift, and be subject to possible standby in the event of emergencies
- Be in good physical condition and within acceptable height and weight limitations
- Be willing to attend training and in-service schools as assigned and be certified by BPST within one year of hire date as a condition of continued employment.

Qualified applicants must also be at least 21 years of age, have U.S. citizenship and a high school diploma or GED (not waived).

The position requires a combination of highly developed interpersonal and public relations skills and the ability to perform all aspects of police work. Candidates will be selected for interview on a competitive basis.

In addition to its comprehensive benefits package, the Port offers: tuition aid program, employer-paid medical, dental and vision insurance, employer-paid membership in the Public Employees Retirement System and a starting salary of \$23,604 annually.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, metropolitan Portland area and Clark County may request application materials by calling (503) 231-5000, extension 700. Resumes will not be accepted in lieu of a Port of Portland application, but may be included. All application materials must be received by 5:00 p.m., Friday, May 25, 1990. Women and minorities are encouraged to apply.



**Port of Portland**  
The Port of Portland  
is an Equal Opportunity Employer

## HOUSING

### Director of HOUSING

**THE PORTLAND DEVELOPMENT COMMISSION IS SEEKING AN INNOVATOR**

Salary range: \$47,964 to \$62,124

Overseeing a housing staff of 30, the Director of Housing initiates and directs city-wide housing programs that preserve and expand the City of Portland's housing inventory.

This top management position, reporting to the Executive Director, directs the work of major projects associated with investor and single-family rehabilitation loans, as well as low-income housing and special projects. Position requires cooperation with governmental and private interests, including neighborhood-based community development corporations.

**The Ideal Candidate**

- Minimum five-years experience with development or urban renewal agency and involvement in public housing projects.
- Strong skills in housing finance, and public and private partnerships.

For an application packet, please contact:

**PDC**  
1120 S.W. Fifth Ave.  
Portland, OR 97204  
503-796-6819

PDCA is an Equal Opportunity Employer

## TECHNICAL

### CONNECT WITH A CAREER IN CABLE



### MASTER CONTROL SUPERVISOR

Paragon Cable has a great opportunity for a Master Control Supervisor. Oversee the day-to-day activities of 5 operators including ad insertion, playback, pay-per-view and switching for a 59 channel interactive system. Work closely with our fast growing ad sales department.

Must have 2 years supervisory experience, 2 years electronics degree or equivalent. Requires flexible hours, organizational skills, and the ability to work in a fast-paced environment.

**Apply in person by May 18, 1990 to:**

**PARAGON CABLE**  
3075 N.E. Sandy Blvd.  
Portland, OR 97232

Equal Opportunity Employer

### Record Clerk/Driver

Provide records processing for vehicles to the Coordinator of Delivery Services; plus carry out delivery, receiving, for Co-op Purchasing and vehicle maintenance programs as assigned.

Appl. Deadline: 5/25/90 by 2 p.m. Call 255-1501 Jeaneen, 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

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

## PAYROLL

### HRIC ANALYST

The Port of Portland has an immediate opening for a HRIC Analyst to provide ad hoc reports relating to all facets of Human Resources Management and labor costs and to ensure payroll related liabilities are paid in a timely manner and are properly documented.

**The successful candidate will be responsible for:**

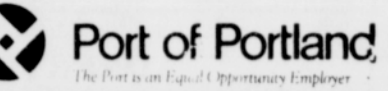
- Maintaining analytic knowledge of mainframe and PC based computer hardware/software operations.
- Accuracy and integrity of the HR/Payroll system internal/external control tables and employee files.
- Coordinating HRIC processing with IT, Accounting, and Port operating staff.
- Analyzing, proposing, testing, and implementing HR/Payroll system programming and procedural changes and enhancements.
- Writing advanced report programs against the CEH, HRS, Labor and Payroll files.
- Conducting payroll analysis as directed by HRIC Manager
- Administering the biweekly payroll, liability, and tax reporting cycles to ensure accuracy, validity of payment, and proper cash management of Port funds.
- Maintaining up-to-date working knowledge of all wage and hour laws and tax reporting and collection requirements. Ensures Port compliance and informs appropriate Port personnel of changes in laws.

**Preferred qualifications include:**

- Course work or experience in accounting principles, computer applications, payroll management, and Human Resource administration.
- Extensive experience in computerized HR/Payroll systems.
- Experience in employee compensation, including wages and benefits.
- Experience in working with employees of all levels in an organization.
- Knowledge of data processing systems.

In addition to a starting salary range of \$25,337 to \$28,975 per year, commensurate with experience, the Port offers a comprehensive benefit package.

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## INSURANCE

### MEDICAL CLAIMS ANALYSTS

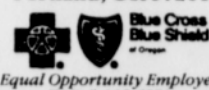
Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- 1 year recent clerical work experience in a doctor's office or hospital setting
- Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience
- ICD-9/CPT-4 Coding
- A minimum of 6-12 months experience using a CRT in a production oriented environment
- Fast, accurate use of a 10-key calculator

Previous claims processing or insurance billing experience highly desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #185 at the top of your resume or in your cover letter. Send resume to:

**Blue Cross Blue Shield of Oregon**  
Human Resources Dept. 5th Floor  
100 S.W. Market  
Portland, OR 97201



Equal Opportunity Employer  
TDD # 225-6780

## 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

## Principal Executive Manager D

Personnel Operations Manager  
\$2768-\$3898 Monthly

A challenging opportunity in human resources at the Oregon Department of Transportation in Salem. This position is responsible for assisting the Personnel Manager with the direction of a large personnel office. The successful candidate will possess excellent written and oral communication skills, good people skills, and experience managing a personnel office. To qualify: six years experience in supervision of a personnel program. A bachelor's degree or course work in a field related to management, such as Business Administration, Public Administration, or Personnel Administration, may be substituted for up to three years of required experience. For recruiting announcement and application, contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281. Applications will be accepted until 5:00 p.m., May 21, 1990.

AN AA/EEO EMPLOYER

## TELECOMMUNICATIONS TECHNICIANS

The Port of Portland has an immediate opening for a telecommunications technician.

**The successful candidate will be responsible for:**


- Installation, maintenance, administration, and training on voice/data communication networks
- Maintenance of documentation, problem logs, and hardware history for networks
- Installation and maintenance of CRTs, data lines, modems, controllers, and printers on the data networks
- Consulting to various Port departments on telecommunication needs
- Maintaining a working knowledge of Port business functions as well as voice and data technology
- Performing projects of short duration related to telecommunications field.

**Preferred qualifications include:**

- Course work or experience equivalent to an AA degree in computer science, electrical engineering or communications.
- Experience working in a voice/data environment on a technical basis is desirable.
- Detailed knowledge of PBX
- Ability to read and interpret engineering plans and wiring schematics.
- Solid hardware knowledge of IBM 43XX under DOS/VSE, CICS, and VTAM commands
- Ability to communicate effectively with users in a customer service environment.
- Previous computer operating experience, demonstrating knowledge of teleprocessing, and familiarity with functional applications and terminal equipment.
- Ability to troubleshoot and repair or replace defective electronic or mechanical sub-assemblies within CRTs, printers, and communication controllers.

In addition to a starting salary of \$27,821 to \$31,927 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applications must be received by Friday, May 18, 1990 at 5:00 pm.



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## COMMUNITY RELATIONS SUPERVISOR

The Port of Portland has an immediate opening for a Community Relations Supervisor to develop and implement public relations and educational programs to increase public awareness of Port activities and community impact and benefits.

**The successful candidate will be responsible for:**


- Developing and executing curriculum programs meeting tri-county school educational standards.
- Supervising the training, workload, in-service, and evaluation of Community Relations programs and staff to keep abreast of latest information and developments.
- Supervising and presenting all types of Community Relations programs and tours.
- Supervising the planning, implementing and scheduling of Port Mobile Classroom trailer program.
- Supervising, designing, and conducting walking tours through Portland International Airport and bus tours through Port marine facilities, Portland Ship Repair Yard, and industrial properties.
- Supervising total design, scheduling and preparation of special marketing events.
- Supervising planning and details of Port employee tours.
- Acting as liaison with school administrators, other related publics, and media concerning Community Relations programs.
- Supporting Public Affairs staff as requested - including representing the Port for Speakers' Bureau.

**Preferred qualifications include:**

- Training in human relations management skills
- College course work in education or equivalent experience
- College course work in communications, marketing, or related area
- Demonstrated ability to supervise and coordinate activities of support staff for community relations programs.
- Demonstrated effective public speaking ability
- Demonstrated ability to develop communication programs and curriculum for education programs.
- Demonstrated teaching ability at all age levels
- Previous work in public relations, communications, or marketing field.
- Valid Oregon or Washington driver's license.

In addition to a starting salary range of \$21,104 to \$23,588 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applications must be received by Friday, May 25, 1990 at 5:00 pm.



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## CUSTOMER SERVICE

### TAXPAYER SERVICE REPRESENTATIVES

Are you interested in a Customer Service job? Then IRS has a position available for you as a Seasonal Taxpayer Service Representative.

**DUTIES:** Provide information regarding collection procedures, general procedures, explanation of notices, and tax law to the general public.

**\*Seasonal Positions**  
**\*Regular promotions**  
**\*Benefits**

**QUALIFICATIONS:**  
**\*U.S. Citizen**  
**\*Two years college or appropriate public contact work.**

**STARTING SALARY:**  
**\*\$6.98**

To apply, mail your name and address to IRS, Personnel Branch (ConRep), P.O. Box 3341, Portland, OR 97208. You will be contacted to schedule a general aptitude test. This notice expires 6/1/90

IRS is an equal opportunity employer.

## YOU COULD EARN UP TO \$4800 In 24 Hours!

Can you picture yourself making at least \$5000 dollars a week, every week? If you can, I urge you to read this article, it could be worth thousands of dollars to you!

My name is Mark Preston. I am 32 years old and a self made millionaire. A few years ago I discovered a money making method that changed my life forever. This is not just another "get rich quick scheme." This is a unique new system that is in demand everywhere, yet few people even know it exists.

Anyone can do it. Trust me. If you want to make money, this system is for you. When I first started this money making program, I was flat broke and at least \$10,000 dollars in debt. My family thought I was crazy and said I should be out looking for a "real job." That did not stop me. I was determined to make it with this fantastic money making plan I had discovered.

I started at home on the kitchen table with no capital. Within a year I was taking in over \$20,000 A WEEK. . . MORE THAN A MILLION DOLLARS A YEAR. You heard me right, OVER A MILLION DOLLARS A YEAR! I went from driving an old beat up Pick-Up to a Brand New Lincoln Continental. I paid for it in cash. I bought a new home in a prestigious neighborhood, a waterfront summer cottage, and a Townhouse in Florida. I do not mean to brag, but these are my results using this amazing money making system. Do not envy me, join me!

**THE SECRET REVEALED**

I knew then I had discovered a revolutionary new money making program that would continue to make me thousands of dollars a day. It seemed so easy. I asked myself why everybody wasn't rich? Then it dawned on me that not everyone knew about this secret method of making money. You do not need special training or even a college education for this money making system to work for you.

Once you have learned how to use it, your money worries will be over for life. You will have financial security and peace of mind. This money making system is perfectly legal and amazingly simple. It has nothing to do with real estate, the stock market, or gambling of any kind.

It does not matter what your financial situation is now. You can start this money making program at home in your spare time with less than \$15.00. In a few short weeks you will see the cash start to roll in. Once you put this money making system to work for you, the sky's the limit! You will have cash to spend on whatever you want, whenever you want it. Think of it! Enough cash to finally put an end to economic nightmares forever!

**HERE'S PROOF**

I am sure you are somewhat skeptical at this point. That just shows you have good business sense. Read what a few people had to say about my money making program.

Dear Mark,  
I ordered your program 3 months ago and started using it the day I got it. To say the least I was shocked at the results. Last month I deposited over \$11,000 in my bank account. Thank you so much.  
N.C., Stuart, Florida

Dear Mark,  
When I first saw your article I had my doubts. I said to myself I might as well try it, at least I'll be \$25,000 ahead with your guarantee. Well, your material changed my life from being flat broke in July to practically a millionaire in December! If I can do it, anyone can.  
J.S., San Diego, CA

Dear Mark,  
Before I ordered your money making method, I was slaving away cutting lawns for \$4.00 an hour. At 19 years old my future looked bleak. Last week I made over \$14,000 in less than 20 hours of work. I am the envy of all my friends. Thanks for a new life!  
J.B., Loudonville, NY

**IT'S UP TO YOU**

Your life can change now by taking simple action. Order my money making program today and see for yourself. All you have to do is follow the step-by-step procedures I provide you with. It will only take you about an hours reading time to master the program. If you can see yourself being rich, you will be rich! I make it easy for you. Included in my manual is my unlisted telephone number for you to call anytime you need help. I guarantee that within a week of using my money making method you will see the cash start to roll in. With my money making system, your success is guaranteed!

**\$50.00 CASH BONUS**

I am so sure that my money making program will work for you, I am going to offer you a guarantee that no one else can. You either raise \$15,000 using my money making system, or I will send you a certified check for \$50.00. That's right, \$50.00 just for giving my money making program an honest try. The only reason I can offer you a guarantee like this is because I know you are going to make a lot of money copying my money making system. So much money that I am putting up \$50.00 to prove it to you. Its that simple. You have nothing to lose and everything to gain. The risk is mine.

**ORDER TODAY**

It is not too late for you to start making money with my program. Do not be stopped by your fears. The single most limiting emotion in you is the fear of failure. I urge you to fill out the coupon below and send it to me today. I will do everything in my power to see that my money making program works for you. **There is no risk on your part. Order Now!**

The supply of my material is limited. Orders will be filled on a first-come, first-serve basis. **Don't miss this opportunity. I may not offer it again.**

To order, simply fill out the coupon below, or write your name and address on a piece of paper and enclose \$20.00 plus \$2 for shipping and send it to:

**Mark Preston**  
145 Wolf Road  
Suite 700  
Albany, New York 12205

**Mark Preston**  
145 Wolf Road  
Suite 700  
Albany, NY 12205

O.K. Mark,  
I want to make big bucks by copying your money making program. I know I cannot lose because your program is backed by your \$50 CASH BONUS GUARANTEE. If I am unhappy with this manual for any reason, I may return it for my money back. On that basis, here is my \$20.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Please add \$2.00 to help cover the postage and handling costs of your manual.  
© 1990 M.P. Associates N96B

## Bookkeeper

Immed. opening for full charge bookkeeper to work in a non-profit organization. Will be responsible for month-end closing. Preparation of monthly financial statements on a computerized system. Must be able to reconcile general ledger, maintain subsidiary records, prepare payroll, tax reports and benefit payments, etc.]]

Min. qual.: AA degree in acctg., plus 3 yrs. bkpg exp. Be familiar with Lotus 1-2-3 and mainframe computer software.

Comprehensive salary & bnfts. Resume to: Rodney R. Harry, Personnel Office, N-NE Community Mental Health, Inc., 4950 NE M.L. King Jr. Blvd, Portland, OR 97211. Closing May 21, 1990. Minorities encouraged to apply, 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

## FINANCIAL ANALYST

### SAD/Business Division

Security Pacific Bank Oregon is seeking a Financial Analyst. Responsible for analyzing and preparing credit and financial information, assisting Senior Account Officer with preparation of credit documentation, and maintaining account relationships. Qualified applicants will have previous financial analyst experience, preferably in a financial institution, in depth knowledge of accounting principles and financial analysis, excellent organizational and communication skills, college level course work in Business Finance or Accounting, and demonstrated computer application abilities. Previous credit analysis experience preferred. As part of Security Pacific, the 4th largest Bank Holding Company in the country, we offer a competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please apply in person or send a resume to:

**SECURITY PACIFIC BANK OREGON**  
1001 SW Fifth Ave.  
Second Floor  
P.O. Box 3066  
Portland, OR 97208  
(503) 796-3878  
APPLICANT HOURS:  
Mon-Fri, 9 am to 5 pm  
EQUAL OPPORTUNITY EMPLOYER

## Fitness Coordinator

### Oregon State University

Duties: Administer fitness programs (instruction, fitness & education). Plan, develop, coordinate & implement program & class offerings; program supervision, supervision of internship students in academic programs. Qualifications: Master's degree in recreation, P.E., comm'l fitness or related field, 2 yrs. prof. exp. in fitness programming, ACSM cert. pref'd. Salary: \$19,500-\$22,000. Deadline: June 1, 1990. Contact: Thomas Kirch, Director of Recreational Supports, Oregon State University, Corvallis, OR 97331-3301; 503-737-3736. OSU is an equal opportunity/affirmative action employer and has a policy of being responsive to the needs of dual career couples.

## LEE OWEN STONE

### Cooperative Preschool

120 N.E. Knott  
9 am-Noon Mon-Fri.  
**ACCEPTING SPRING & SUMMER ENROLLMENT**  
2 1/2 to 5 yrs. old  
**Multi-Cultural**  
**Contact Jerri 282-7081**