

**JOBS/CLASSIFIED ADVERTISING**

**Delivery Clerk**

General and Clerical support position in the Police Department which includes pick up and delivery service, recordkeeping, clerical and receptionist work. Must have a valid drivers license, be able to pass a background check, have a high school diploma or GED equivalency and be able to lift and carry heavy objects. Salary: 41117-\$1361/mo. Opening Date: May 21. City application and supplemental questionnaire must be received by 5 p.m., Friday, June 1, 1990. Apply to the City of Milwaukie, Personnel Dept., 10722 SE Main Street, Milwaukie, OR 97222, 659-5171 or FAX 3652-4433. Equal Opportunity Employer

**Programmer/Analyst AS/400 B45**

Medical equipment manufacturing firm has an immediate opening for a programmer analyst with a minimum of 3 years experience as an AS/400 or S/38 using RPG/400 or RPG III. Must have experience in maintaining and developing new applications. MAPICS experience is a plus. competitive salary along with excellent benefits package and working conditions.

Send resume to: **CD MEDICAL, INC.** Attn.: Sherrie Firman 13520 SE Pheasant Ct. Portland, OR 97222

Pre-employment substance abuse and a physical exam are required. Smoke-free work environment. Dedicated to the principles of Equal Opportunity.

**City of Eugene Financial Analyst**

Responsible for highly complex fiscal, operational, and policy analysis on a variety of financial, City service system, legislative and management issues. Researches, analyzes and recommends strategies to enhance City's revenue base and finance major capital construction or acquisition. Budget Analyst Both positions require 3-5 years experience in Public Finance, Accounting, Budgeting, or Policy Analysis and a BA in a relevant field. Salary Range: \$2,142-\$3,059/month. Obtain application at City of Eugene, Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, Oregon 97401. (503) 687-5061. CLOSING DATE: June 15, 1990. AA/EOE

**Management Analyst 2**

Salary \$2065 to \$2640 Immediate opening, Fairview Training Center. Experience in planning and carrying out organizational studies, administrative programs, policies and procedures. Requires knowledge of business/public administration, fiscal management and personal computers. Requires one year of experience performing management studies AND a Bachelor's degree in Business or Public Administration or a closely related field; OR three additional years of relevant experience; OR any equivalent combination of training and experience. Fairview Personnel, 2250 Strong Road SE, Salem, OR 97310. State application required. 378-5369. Equal Opportunity Employer

**Learning Center Manager**

English Language Institute, Oregon State University, Corvallis, Instructor Rank \$16,000-18,000 for 12 mo. fixed-term. BA. Oversee Learning Center and services. Experience with Macintosh computers, word-processing programs, databases. Good organizational, communication, interpersonal, intercultural skills. Starts 6/13/90. Appl. deadline 6/6/90. Appl. packet from Learning center manager Search Committee, Eng. Lang. Inst., Oregon State Univ. Corvallis, OR 97331; tel: 737-2464. AA/EOE

**School Psychologist**

190 Days To evaluate referred students in Multnomah County. QUALIFICATIONS: Valid Oregon Standard or Basic Personnel Service Certificate with School Psychologist endorsement. Appl. Deadline: 06/08/90 by 2:00 p.m. Call 257-1501 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office 11611 NE Ainsworth Circle, Portland, Oregon. An Equal Opportunity Employer

**Specialist, Foreign Language & Elementary Programs**

To work with and assist curriculum personnel in the assigned local district in the implementation of new and/or revised curriculum with emphasis on changes occurring in the textbook adoption cycle. Appl. Deadline: 05/07/90 by 2:00 p.m. Call 257-1501 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, OR. An Equal Opportunity Employer

**Break Assistant/Special Education**

To provide break coverage for classroom staff as scheduled by the supervisor. Salary: \$6.61/hr. Appl. Deadline: 07/16/90 by 2:00 p.m. Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, Oregon. An Equal Opportunity Employer

**School Psychologist**

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**Immediate opening for Sales Assistant,**

KGON/KFXR Radio. Broadcast experience plus. Wordperfect 5.0. Fast-paced high-energy environment. Assisting a staff of 10. Mail resume to Administrative Assistant, KGON Radio, 4614 SW Kelly, Portland, Oregon 97201. 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 filters 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 equivalent 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. 225, 555 Liberty SE, Salem, OR 97301. EOE. 503-588-6162. Closing Date: 7/27/90

**Program Manager**

**Disadvantaged Business Enterprise** \$2513-3538 Monthly This position is with the Department of Transportation, Civil Rights Section in Salem. The position will manage the operation and administration of the Disadvantaged Business Enterprise (DBE) programs. The person will be responsible for the management and implementation of DBE programs consistent with current federal and state laws. Requires: 5 years of experience in the field of business development, civil rights/affirmative action, federal highway construction/construction management, or minority/women business. A BA in management, business or public administration, may be substituted for up to three years of the required experience. Application materials are available through ODOT Personnel, 120 Transportation Building, Salem, OR 97310, (503) 378-6281. Applications will be accepted until 5:00 p.m., June 15, 1990. An AA/EEO Employer

**PORTLAND OBSERVER**

"The Eyes and Ears of the Community" Office: (503) 288-0033 Fax #: (503) 288-0015

**Qualified Mental Health Associate for Community Support Services Rehabilitation Program.**

Provide support, structure and skills training in day programs for chronically mentally ill adults. Must have good relationship skills, work as a team member. Some evening, weekend hours, 35 hour week, excellent benefits. Qualifications: Bachelor's degree or equivalent in mental health work experience.

Send letter and resume by June 8 to Jack Pauley CSS Coordinator Delaunay Mental Health Center 5215 N. Lombard Portland, OR 97203 Equal Opportunity Employer

**Legal Advocate**

Multnomah County Legal Aid Service seeks advocate to provide administrative representation, under attorney supervision, for low-income individuals with claims involving Social Security and SSI benefits. This position begins August 1, 1990. Minimum two years college or equivalent experience in law office, social service agency, or community organization. Must be familiar with Social Security law and demonstrate commitment to service of low-income people. Salary dependent on experience. Liberal benefits package. Send resume and cover letter to Lorey Freeman, Legal Aid Service, 310 SW 4th Avenue, #900, Portland, OR 97204 by June 1, 1990. AN EQUAL OPPORTUNITY EMPLOYER

**Counseling**

**Counselor III Star**

Beginning Salary \$1296-\$1350 per month + excellent benefits Coda Inc. seeks advanced level counselor III in the Star methadone maintenance program. Responsibilities include management of caseload of Opiate dependant clients, provision of individual and group therapy, maintenance of client records, assistance with other program functions. Position works 8am - 5pm Mon-Fri with occasional early evening or Saturday required. To qualify, a Bachelor's Degree in Psychology or related field and at least 2 years supervised human services experience required. CCDC certification desired. To apply, complete & submit standard CODA application form including screening question responses to address below. Application materials & screening questions available at: CODA INC., 210 NE 20th, Portland, Ore. 97232 Equal Opportunity/Affirmative Action Employer.

**COUNSELING**

**Entry Counselor - Star**

Beginning Salary \$1109 - \$1165 Per month + excellent benefits. CODA Inc seeks entry level Counselor II in the STAR methadone maintenance program. Responsibilities include caseload of drug dependent clients, provision of individual and group therapy, maintenance of clinical records, assistance with other program functions. Counselor may occasionally be required to work early evenings or on Sat. morning. To qualify applicant must possess associates degree in health services, psychology or related field. CCDC certification may be substituted ofr associate degree. At least 1 year supervised human services experience is also required. Experience in methadone treatment preferred. To apply complete and submit standard CODA application form including screening question responses to address below: Application materials and screening questions available to CODA, Inc. 210 NE 20th Ave, Portland, OR 97232. Phone 239-8400. Equal Opportunity/Affirmative Action Employer

**COLLINS CORNER Now Open!**

**Collins Corner** is your new neighborhood convenience store, providing maintenance & catering services 3842 N. Williams

**Support Our Advertisers! Say You Saw It In The Portland Observer!**

**COUNSELING**

**Residential Counselors**

Several Opportunities CODA Inc. seeks applicants for five residential treatment facility counselor & relief worker positions at Alpha House & New Directions Adult Residential Treatment Facilities. Three entry level & two intermediate positions available. Several shifts represented. Entry salary ranges from \$5.48 per hour (no benefits) to \$1,200 per month w/full benefits. CPR certification/certifiability & residential drug treatment experience a must for all positions. Other eligibility requirements differ by position. See position announcements for position code: C2N30, C2N31, C1A23, CBN01, CBR00. Position announcements & application materials available at: CODA Inc., 210 NE 20th, Portland, OR 97232; 239-8400. Equal Opportunity/Affirmative Action 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 dietitians are encouraged to apply. For application information, contact Personnel Office, Fairview Training Center, 2250 Strong Rd., Salem, OR 97310 (503) 378-5369 EOE

**Part-Time Teaching Assts.**

Starting August 1990 Catlan Gable School Some experience with 3 thru 6 year olds. Resume to: (by June 1, 1990) Ali Covell 8825 S.W. Barnes Rd. Portland, OR 97225

**ARTS**

**Cultural Resources Mgr.**

King County, Wa. Excellent opportunity to administer one of the finest government supported arts and historic preservation efforts in the nation. Management of a staff of approximately 11, and management and administration of an arts commission and landmarks commission in a division with a budget of \$1.7 million. Successful applicant will have proven skills in the following areas: Comprehensive understanding of performing arts, visual arts & historic preservation; management; cultural arts and heritage funding; leadership; governmental coordination; media relations; strategic planning; special needs and multicultural programming; budget preparation and management; written and oral communication; and team building. Interested applicants should send a detailed resume and a letter of interest addressing demonstrated experience as outlined above to: King County Parks, Planning and Resources Department, 1108 Smith Tower, 506 2nd Avenue, Seattle, WA 98104. Resumes must be received by June 26, 1990. King County is an Equal Opportunity Employer

**Visa Volunteer - Resource Developer**

Good benefits, excellent opportunity to help your community to advance. Interested please apply: Albina Ministerial Alliance, 1425 NE Dekum, Mrs. Robinson. Closing Date: 5/23/90

**Management Analyst 2**

Salary \$2065 to \$2640 Immediate opening, Fairview Training Center. Experience in planning and carrying out organizational studies, administrative programs, policies and procedures. Requires knowledge of business/public administration, fiscal management and personal computers. Requires one year of experience performing management studies AND three additional years of relevant experience (a Bachelor's Degree in Business or closely related field may substitute for the three years of additional experience) OR any equivalent combination of training and experience. Fairview Personnel, 2250 Strong Road SE, Salem, OR 97310. State application required. 378-5369. Equal opportunity employer

**Employment**

**City of Portland**

Assistant Mgmt Information Systems (MIS) Analyst - to \$2,550/mo Benefits Technician - to \$2,011/mo Communications Services Director - to \$3,018/mo Energy Director - to \$47,133/yr Planning Director - \$59,883/yr Police Officer - \$3,217/mo Water Laboratory Technician - to \$28,912/yr For more info/closing dates call (503) 248-4573 (24 hr. job information) No resumes please

**Bureau of Personnel**

1220 S.W. 5th Ave., First Fl. Portland, OR 97204 apps. also available at: Urban League 10 N. Russell Minorities, females and disabled encouraged to apply.

**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

**DRIVER SUPERVISOR/ TRAFFIC SPECIALIST**

West Coast Grocery Company is accepting resumes for the position of Driver Supervisor.

Individual must have excellent human relations/supervisory and leadership skills. Capable of effective delegation, coaching and developing people. Excellent time management, organizational and communication skills with ability to train, motivate and direct drivers. Proven problem solving and decision making skills. Must have knowledge and demonstrated ability to administer DOT rules, regulations and files. Prefer background in transportation sales and marketing.

Salary commensurate with experience. Medical, WDS dental and profit sharing are available. Qualified candidates should send resume and career references by May 23, 1990 to: Attn: Human Resources.



P.O. Box 12909 Salem, OR 97309

**GOVERNMENT SEIZED vehicles** from \$100. Corvettes, Chevys, Porsches, and other confiscated properties. For Buyers Guide 1-(800) 624-6937 ext. 4552. Also open evenings & weekends.

**GOLD CREDIT CARD** Visa/Mastercard guaranteed No security deposit 1-900-456-2500 \$49.50 fee

**PUBLICATIONS**

**Desktop Publishing Editor**

Member Services Division (Part-time 20 hrs./wk .5 FTE) **DESKTOP PUBLISHING EDITOR** The Oregon State Bar is recruiting for a half-time desktop publishing editor to perform design, layout, production and editorial functions for the Bar's Desktop Publishing projects which include brochures, newsletters, directories, and other projects as assigned. Experience: Candidates with General computer background plus knowledge of Ventura, graphics software and WordPerfect experience preferred. Graduation from four year college or university with a bachelor's degree in Communications or a related area. Position requires excellent layout, design, organization and planning skills. Candidates must have at least one year of experience in a design or publications setting with hands-on experience in print production and desktop publishing. Salary range: \$923-\$1,200 per month, includes benefits sick and vacation leave accumulated on a pro-rata basis. Apply immediately, send resume and cover letter to Personnel Officer, Attn: Desktop Editor, 5200 SW Meadows Road, Lake Oswego, Oregon 97035-0889. Deadline for application is Friday, May 30, 1990.

**CREDIT CLERKS**

McCaw Cellular Communications, Inc. **Cellular One** McCaw Cellular Communications, Inc., the nation's leading cellular telephone company, is seeking to fill 2 permanent part time positions as:

**CREDIT CLERKS**

- If You Have:
- Minimum 6 months computer data entry experience
  - Excellent communication skills
  - Ability to work in a fast-paced high-volume environment
  - Professional attitude
  - Some credit background
- ... then these positions may be for you. IF THIS FITS YOUR NEEDS Please call our 24-hour resume center line (503) 789-1750 to leave your name, telephone number and a brief description of your qualifications and send resume:
- CELLULAR ONE** Human Resources/Credit Clerks 409 SW 9th Portland, OR 97205 All Replies in confidence An equal opportunity employer

**CREDIT**

**Cellular One**

**Collections Representative**

Immediate Opening! The nation's leader in mobile phone communications is expanding its credit staff as a result of continued growth. We are now accepting applications for a Cellular One Collections Representative who possesses the following:

- Strong communications abilities
- Proven cust. service talents
- Self motivation and team player strengths
- Ability to work productively in a detailed and demanding environment
- Collections experience, minimum one year on line
- Computer keyboard familiarity

If you are at your best in a fast-paced, high energy environment, please submit your resume to:

**Cellular One** Human Resources/Credit 409 SW 9th Portland, OR 97205 An Equal Opportunity Employer

**JOBS/CLASSIFIED ADVERTISING**

**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 \*Work hours 8:00 am-4:45 pm, Monday-Friday \*Paid classroom training

**QUALIFICATIONS:** \*U.S. Citizen \*Two years college or appropriate public contact work. \*\$6.98

**STARTING SALARY:**

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