

# JOBS/CLASSIFIED ADVERTISING

## ANIMAL CONTROL DIRECTOR

Thurston County Animal Control, WA. \$35K-\$42K; start DOQ. Manages county-wide animal control program. Reports to Animal Control Commission and City of Lacey admin. B.A. in business or public admin. & 2 years supervisory exp. in animal control, enforcement, or public admin. OR any equiv. comb. of exp., education, and training that provides level of knowledge and ability req. APPLY BY: August 17, 1990. City of Lacey, Personnel, 420 College Street SE, Lacey WA 98503. Phone: (206) 491-3213 for job bulletin and application. EOE.

## CITY OF SALEM BUILDING & SAFETY SUPERVISOR

\$2772-\$3522/MO. Excellent Fringe Benefit Package. Highly skilled professional needed to assist in achieving compliance with municipal code. Will assign, review and perform inspections of residential/commercial buildings for compliance and health hazards; including electrical, plumbing, or mechanical; resolve enforcement issues; and supervise personnel. Considerable journey or supervisory level experience in building construction, code enforcement and supervision; 4-year degree in structural engineering; or equiv. experience/training. Thorough knowledge of building construction, materials, states of construction, Oregon Building codes. Oregon "A" Level Structural Code Plans Examiner certification is required. Fire Life Safety Plans Examiner certification is desired. Closes: 7-20-90. Apply: City of Salem, Pers. Dept. 225, 555 Liberty St. SE, Salem, Oregon 97301. 503/588-6162. EOE.

## ALCOHOL & DRUG RECOVERY SENIOR COUNSELOR

Half time posit with eve hours. Challenging opportunities in long term men's residential treatment program. Provide individual counseling & therapy/educational groups. CAD/C or equivalent. Benefits, Starting \$8.50/\$9.50 hr. Request position description & application from Ecumenical Ministries of Oregon, 0345 SW Bancroft, Ste. B, Pld, OR 97201. DO NOT SEND RESUMES. Posit may close anytime after July 9. Equal Opportunity Employer

## COUNSELING CLINICAL SUPERVISOR C-V (DTS)

Starting salary \$1644-\$1735 month plus excellent benefits. CODA Inc seeks qualified Clinical Supervisor/Counselor for outpatient drug treatment program. Responsibilities include: supervise 2 to 4 counselors, assist in administration of daily program operations, supervise adolescent treatment program, provide treatment services to adults, youth and families. Provide chemical dependency counseling to individuals and groups especially to complex cases. Assist in policy and procedure development, conduct in-house and external training events. Position works primarily conventional hours Monday-Friday with early evening groups at least 2 night per week.

To qualify: a Master's degree in human services discipline and 2 years experience (or Equivalent) are required, as is clinical staff supervision experience. Advanced knowledge/experience in chemical dependency issues and treatment techniques is preferred. To apply complete and submit standard CODA application form including screening questions responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. Equal opportunity affirmative action employer.

## CONSTRUCTION JOBS

\$28.00/hr  
No. exp. Training. Growth. Call 24 hrs. 1-900-468-5323 Fee \$9.99

## OFFICE JOBS

\$15.00/hr  
No. Exp. Training. Call 24 hrs. 1-900-468-5323 Fee \$9.99

## SURVEYOR/ENGINEERING TECH III

City of Lacey. \$27,108 to \$34,704; start DOQ. Excellent organization in beautiful Pacific Northwest. Supervises survey crew and serves as party chief. A.A. in Civil Engineering & 3 yrs. exp. in land surveying. Phone (206) 491-3213 for application. Lacey City Hall, 420 College St. SE, Lacey, WA 98503. Apply immediately. Open until filled. EOE employer.

## RECEPTIONIST/SECRETARY

Georgia-Pacific Corporation has an immediate opening for a receptionist/secretary on our executive floor. Must present a professional image, possess strong interpersonal and telephone skills, and have excellent secretarial skills, including accurate grammar and typing. Please apply in person Monday, 7/9 to Wednesday, 7/11 from 9:00-4:00. If unable to apply in person, send resume with complete salary history by 7/11. Please indicate specific position.

Georgia-Pacific Corporation  
Human Resources Department-17th Floor  
900 S.W. Fifth Avenue  
Portland, OR 97204  
Equal Opportunity Employer

## CHEMIST

East Multnomah County industrial firm with excellent salary and fringe benefits seeks qualified person for the position of Chemist. Possible rotating shift position requires a BS degree in analytical or environmental chemistry with some experience in computers being preferable. Interested persons should apply in person at: Reynolds Metals Company, Sun Dial Road, Troutdale, OR 97060 weekdays from 8:00 a.m.-3:30 p.m. An Equal Opportunity Employer

## COUNSELING ASSESSMENT COUNSELOR III

Beginning salary \$1232-\$1300 month plus benefits. CODA Inc seeks qualified assessment counselor. Duties include: Perform mental health and pscho social assessment, crisis intervention, information and referral, consultation, networking, and group facilitation functions. To qualify: Bachelors degree in counseling or related discipline and 3 years supervised human services experience required. Masters degree preferred. To apply: Complete & submit standard CODA application form including screening question responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. Equal Opportunity Affirmative Action Employer

## LEGAL SECRETARY

Parttime secretary sought to handle general legal practice. Job duties will include typing letters, pleadings and briefs at all court levels. As time permits, data entry and clerical functions will be required. Transcription skills and familiarity with Word Perfect software essential. Ability to work well with numerous attorneys and paralegals essential. Min. 70 wpm and 1 year experience in a law office. Salary dependent on experience. Excellent benefits. Send resume to Carla Roberts, Legal Aid Service, 310 SW 4th Ave., #900, Portland, OR 97204 by July 13. AN EQUAL OPPORTUNITY EMPLOYER.

## RECEPTIONIST

Parttime (80% FTE) for busy law office. Duties will include handling walk-in clients, busy telephones, and intake procedures, as well as various clerical duties. Ability to relate to the low income community essential. Minimum 2 years experience. Salary dependent on experience. Send resume to Nancy Snow, Family Law Center, 310 SW 4th Ave., #1020, Portland, OR 97204 by July 13. AN EQUAL OPPORTUNITY EMPLOYER

## The Portland Hilton

Job Hotline  
220-2560  
Equal Opportunity Employer

## TRAINER

The Private Industry Council is recruiting for a trainer in the Adult Program. Responsibilities: Trains participants in effective job search techniques; tests and interviews individuals with employment barriers to assist in selecting appropriate vocational goals; places individuals in appropriate training programs. Preferred qualifications: Degree with major coursework in counseling, sociology or closely related field; two years work experience in employment interviewing counseling, vocational guidance, education or social casework; knowledge of vocational testing; effective oral and written communication skills. Qualifying experience may be substituted for education. Salary Range: \$18,263 to \$27,831 plus excellent benefit package Closing date: 5 PM, Friday, July 20, 1990. Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. Affirmative Action/Equal Opportunity Employer.

## PRINCIPAL EXECUTIVE/MANAGER B (Collections Supervisor)

The current opening is with the Employment Division located in the Central Office Tax Section in Salem. \$2,276-\$3,205/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program. To qualify you must have five years of experience in leadwork or supervision; OR five years of steadily increasing responsibility in staff technical or professional level work. Experience must have included participation in the management of a program, section or unit, including such areas as: development of program rules and policies, long and short range goals and plans, program evaluation, or budget preparation. A Bachelor's Degree or coursework in a field related to management (such as Business or Public Administration) OR field related to a human resource program, may be substituted for up to three years of the required experience. For recruiting announcement and required State application call 378-3253. Applications must be returned to Employment Division, Personnel and Training Unit, 875 Union St. N.E. Salem, OR 97311 by 5:00 p.m., July 11, 1990. AN EOE/AA EMPLOYER

## NURSING HOME HEALTH CARE SPECIALIST

This position conducts home health, hospice and skilled nursing facility reviews, including precertification, preauthorization, and claim review; maintains utilization guidelines; establishes close working relations with providers and internal personnel. This position will require: Currently OR Licensed RN 3-5 years home health exper Ability to work in a fast-paced environment under high pressure conditions

A strong commitment to cost containment  
Excellent oral and written communication skills  
Excellent interpersonal 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 #254 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

## Insurance Medical Claims Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analyst. 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 doctors office or hospital setting.  
\* Demonstrated knowledge of medical terminology and anatomy. This may be obtained through classroom setting or office experience.  
\* ICD-9/CPT-4 Coding  
\* A minimum of 6 to 12 months experience using CRT in a production oriented environment.  
\* Fast accurate use of 10-key calculator.  
Previous claims processing or insurance experience highly desirable  
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 #276 at the top of your resume or in your cover letter.  
Send resume to:  
Blue Cross Blue Shield of Oregon  
Human Resources Dept.  
100 SW Market Portland Oregon 97201  
TTD# 225-6780 EOE

## SOCIAL WORK

Full time position and half time position, Adoption Clinician. MSW preferred. (State certification a plus) and a minimum of 2 years experience in the full range of infant adoption services including family screening, assessment, and study; familiarity with the psycho-social dynamics of the adoption triad, current trends in adoption including "openness" and ability to work with both educational and support groups essential. Must be able to work both independently and as a member of a team. Evening and weekend work and some travel is required. Salary: \$16,000 to \$21,500, DOE. Agency application must be completed, resumes may not be substituted but can be included. Apply at 2301 NW Glisan or call Vicki at 222-9661 ext. 274. EQUAL OPPORTUNITY EMPLOYER. Application Deadline: Open until filled.

## AIRPORT JOBS

\$22.00/hr  
No exp. Training. Free Travel  
Call 24 hrs. 1-900-468-5323 Fee \$9.99

## CLERICAL RECEPTIONIST-SWITCHBOARD

Job Share Position  
Share front office receptionist duties. Ideal job for a person desiring regular part-time work with benefits. Normal shift is 12:00 p.m.-4:30 p.m., with occasional 8 hour days/40 hour weeks. May back up mailroom for vacations. Qualified candidates will have professional appearance, excellent inter-personal/communication skills and proficient typing skills. Experience with a multi-line phone system required, PBX experience helpful. We provide a competitive wage and benefit package. Send resume and cover letter to:  
WAGNER  
MINING EQUIPMENT CO.  
Equal Opportunity Employer

## BANK JOBS

\$25.00/hr  
No. Exp. Training. Call 24 hrs.  
1-900-468-5323 Fee \$9.99

## RESTAURANT Casting Call

Our restaurant has a new, dynamic, "diners" concept reflecting the fun of the 1950's. We are seeking enthusiastic, fun-loving people who enjoy making guests smile for the following full & part-time positions for Fred's Diner in our newly remodeled Oak Grove store:

Apply in person at:  
Oregon State Employment Office  
506 High Street, Oregon City  
Join the stars. Apply today!

**Fred Meyer**

Equal Opportunity Employer

\*Line Cooks  
\*Wait Staff  
\*Cashiers  
\*Dishwashers

## IN ANTICIPATION OF SOMETHING TRULY WONDERFUL!

The Oak Grove Fred Meyer store is undergoing a major transformation which when finished will be a beautiful, brand new store! We are seeking creative, enthusiastic people who want to be a part of the New Oak Grove Team. Exciting opportunities await in the following areas:

SERVICE DELI • SERVICE MEAT • SERVICE FISH • IN-STORE BAKERY • FRED'S DINER • PHOTO ELECTRONICS • COSMETICS • HOME FASHION • APPAREL • SHOES • CASHIER

Apply in person Monday-Friday, 8-11:30am; 1-4pm  
Oregon City Employment Office  
506 High Street  
Oregon City, OR

**Fred Meyer**

EQUAL OPPORTUNITY EMPLOYER

## Holladay Park Medical Center

1225 Northeast 2nd Avenue  
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

## STATE OF OREGON ECONOMIC DEVELOPMENT DEPT

Quality Assurance/Compliance Monitor  
(Program Representative 2)  
\$28,344 Annual Starting Salary

This position is responsible for analyzing performance, quality of service, fiscal and regulatory compliance of contractors and subcontractors for the Oregon JOBS program. The JOBS program is a partnership between state agencies, community colleges, and local service providers to provide job opportunities and basic skills to welfare recipients to enable them to become and remain independent of assistance. The Economic Development Department is administering the education, employment and training portion of this program. Requires four years of experience developing, integrating and reviewing education, vocational training and employment programs; two years must have included responsibility for monitoring such programs. Applicants need to complete a state application and respond to the examination questions on the recruiting announcement. To obtain these materials please call or write

OEDD Personnel Office  
775 Summer St. N.E.  
Salem, OR 97310  
(503) 373-1200 ext. 219  
An EEO/AA Employer

## PROJECT MANAGER

\$39,708-\$51,408

Provide the lead management and coordination function for the use of financial resources, employment and job training, and business assistance activities for major economic developments and initiative undertaken by the Economic Development Department. Must have in-depth knowledge and experience in project and financial feasibility for commercial, industrial, and real estate loans; familiarity with funding processes and compliance regulation of Title IX programs; and general knowledge of labor and job training issues in the urban, low-income environment. Closing date: July 20, 1990. For a complete job description and application packet, please call 796-6819 or apply at:

PORTLAND DEVELOPMENT COMMISSION  
1120 S.W. 5th, Suite 110  
Portland, OR 97204

## ASST. ADMINISTRATOR FOR RESEARCH & STATISTICS

An Executive Service position with the Oregon Employment Division. Serves as a member of the Administrator's management team. \$3,370-\$4,742/mo. plus health, dental, paid retirement. Requires four years of management experience which included responsibility for development of program rules, policies, long and short range goals, program evaluation and budget preparation. For applications call (503) 378-3253. Applications must be returned to Oregon Employment Division, Personnel and Training Unit, 875 Union St. N.E. Salem, OR 97311 by 5:00 p.m., August 3, 1990. AN EOE/AA EMPLOYER