

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

DENTAL ANALYST

Blue Cross and Blue Shield of Oregon, a major health insurance carrier, is currently accepting applications for a Dental Analyst. Qualified candidates must have previous experience working in a dental office or insurance company as a dental analyst, knowledge of dental terminology, good oral and written communication skills, and CRT experience. Knowledge of ADA coding, and customer service experience desirable. Must be willing to work overtime as 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 #416 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 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. Starting salary \$1347/mo.

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



SECRETARY

Blue Cross and Blue Shield is currently accepting applications for a Secretary III position in our Medical Affairs/HMOO Dept. Qualified applicants will possess strong technical skills including 1-2 years secretarial experience, 60wpm typing, proficiency with WordPerfect 5.0 or 5.1, and knowledge of medical terminology. Excellent attendance and the ability to deal well with stressful situations is a must. Secretarial/Business college training 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 #392 at the top of your resume or you may apply in person btwn 9am-4pm Monday-Friday.

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

There Are A Million Reasons
Why We speak Your Language!

Blue Cross and Blue Shield of Oregon is currently accepting applications from Programmer Analysts and Senior Programmer Analysts. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM environment.

Successful candidates will have strong communication, interpersonal and user skills. Positions require 2-5 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICS skills a definite plus. Senior programmers must have demonstrated project management experience.

Candidates must also have experience in the following:

• COBOL • OS/JCL
• VSAM • TSO/ISPF

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 #305 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
Blue Cross
Blue Shield
Equal Opportunity Employer
TDD #225-6780



Holladay Park Medical Center

1225 Northeast 2nd Avenue
(503) 233-4567



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EMPLOYMENT

CITY OF PORTLAND

Police Officer-to \$3,217/mo
Records Management Analyst- \$31,907/year
Director of Environmental Services-\$68,328/year

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.

ADMINISTRATIVE

CONNECT WITH A CAREER IN CABLE



PARAGON
CABLE

ADMINISTRATIVE ASSISTANT

A professional opportunity to provide full executive secretarial and administrative support to the general manager and vice president of governmental relations and programming. Duties and responsibilities will include correspondence management, phones, reports, files and records management, meeting coordination and minute taking. The successful candidate will demonstrate proficiency in word Perfect 5.0 Lotus 1-2-3, be able to type 60 wpm and take dictation. This is an opportunity requiring excellent written and verbal communication skills, self motivation and the ability to work effectively under pressure. We support a drug-free workplace and all job offers are contingent upon passing a pre-employment drug test.

Applications will be accepted through September 14, 1990 at:

PARAGON CABLE

3075 NE Sandy Blvd.
Portland, OR 97232
Equal Opportunity Employer

PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

1. Civil Engineering Aide to prepare engineering and planning drawings utilizing manual drafting and Computer-Aided Drafting (CAD) techniques. Position closes 9/14/90.
 2. Programmer Analyst (2 openings) to perform functions related to internal system design and computer program development, implementation, maintenance and analysis for systems in production. Positions close 9/14/90.
 3. Software Analyst to maintain and install software systems; evaluate and analyze vendor software products. Position closes 9/14/90.
 4. Aviation Marketing Associate to develop, coordinate, and implement marketing research programs and plans. Position closes 9/14/90.
- For additional information, call the Port of Portland's Job Hot Line (503) 231-5478.

The Port is an Equal Opportunity Employer.



Port of Portland

700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

SECRETARY

DISCIPLINE SECRETARY

Regulatory Services Division

This position assists Disciplinary Counsel's office with all aspects of legal secretarial support which handles legal matters relating to attorney discipline and other activities related to professional responsibility. This position types and reproduces letters, reports, memoranda, briefs, agendas and various other correspondence using standard personal computer word processing programs. Assists in processing membership status changes including suspension, resignations, reinstatements and transfers in status. The discipline secretary will work directly with an assistant disciplinary counsel.

Requires three (3) years of increasingly responsible secretarial experience, preferably in legal environment. Good interpersonal and communication skills. Ability to type a minimum of 70 wpm with high degree of accuracy. Knowledge of WordPerfect software essential. High school diploma or equivalent certificate.

Salary range starts at \$1,446 monthly, excellent benefits.

Apply immediately-send a resume with a cover letter to the Personnel Officer, attn: RSD Secretary, Oregon State Bar, 5200 SW Meadow Road, Lake Oswego, Oregon 97035. Deadline for application is: Friday, September 19, 1990.

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- Paid Insurance
- Management Opportunities
- Generous Commissions
- No Time Limit On Guarantee
- Meet Sell 1/4 Units To Qualify
- Other Monthly Guarantees Avail

CALL JEFF OR KENT NOW 665-0101 OR 257-2000.

Bryan Bickmore's

Gresham Ford

Place your advertisement in the
Portland Observer
Office# (503) 288-0033
Fax# (503) 288-0015

INVITATION FOR BIDS

Solicitation No. 91-4

The Portland Development Commission will receive sealed Bids for: Complete Brick Crossings on 4th & Yamhill Ave. and Morrison Streets City of Portland, OREGON.

until 4:00 p.m., Pacific Standard Time (PST) on September 24, 1990, at 1120 S.W. Fifth Avenue, Suite 1100, Portland, Oregon 97204-1968, at which time and place all Bids will be publicly opened and read aloud.

Contract Documents, including Drawings and Specifications, are on file at the office of the Portland Development Commission, at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968. Inquiries should be directed to Larry Roberts at 228-6320.

Copies of the Contract Documents may be obtained at the Portland Development Commission, by depositing \$50.00 for each set of documents so obtained. Each such deposit will be refunded if the Drawings and Contract Documents are returned, unmarked and in good condition within ten (10) days after the Bid Opening.

All bidders must comply with the provision of Chapter 279, Oregon Revised Statutes, relating to the qualification of bidders. The bidder's prequalification statements shall be prepared and presented on the City of Portland Prequalification Application and filed with the Portland City Engineer not later than nine (9) business days prior to the bid opening time for classifications suitable, in the Commission's opinion, for this work.

A certified check or bank draft, payable to the order of the Portland Development Commission, negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable Surety, in an amount equal to ten percent (10%) of the total Bid shall be submitted with each Bid.

The successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bond or Bonds.

attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on the Project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, and that the Contractor must comply with all provisions required by ORS 279.348 through ORS 279.365.

The Portland Development Commission is committed to acting affirmatively to encourage and facilitate the participation of Emerging Small Businesses (ESB), Minority Business Enterprises (MBE), and Women Business Enterprise (WBE) in Commission projects and operations. Responsible bidders must comply with established goals in this project as contained in attachment 1 to these bid documents.

The Portland Development Commission reserves the sole right to reject any or all bids or to waive any informalities in the bidding.

Bids may be held by the Portland Development Commission for a period not to exceed forty-five (45) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualification of the bidders prior to awarding the contract.

Bidders shall be certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

Portland Development Commission
Patrick L. LaCrosse
Executive Director

INVITATION FOR BIDS

Project Number: WA16P008-906Z Project Name: Van Vista Modernization
Sealed bids to furnish and deliver 4800 sq. yds. pad and carpet, 510 sq. yds. of sheet vinyl, 16,000 l.f. of rubber base, and 202 vertical blinds will be received by The Housing Authority of the City of Vancouver at the office of The Vancouver Housing Authority, 500 Omaha Way, Vancouver, Washington, until 2:00 o'clock P.M., September 6, 1990, and then at said office publicly opened and read aloud.

The Information for Bidders, form of Bid Proposal, Bid Bond, Contract, and Performance Payment bond, Plans, Specifications, and other contract documents may be examined at the following:

The Housing Authority of the City of Vancouver, 500 Omaha Way, Vancouver, WA 98661.

Copies of these documents may be obtained after August 23, 1990, by depositing \$25.00 for each set. Such deposit will be refunded to each person who returns such documents in good condition within ten days after the bid opening.

Each bid shall be accompanied by Previous Participation Certification, Non-Collusive Affidavit, and a certified check or bank draft, payable to The Housing Authority of the City of Vancouver, or U.S. Government bonds, or a satisfactory Bid Bond executed by the Bidder and a Surety that is acceptable to the Federal Government, in an amount equal to five percent of the bid.

The Contract will be awarded on the basis of the base bid unless it overruns the amount budgeted for this work. In the case of such overrun, deductible alternates will be taken by the VHA in numerical order as they are listed to the extent necessary to come within the budgeted total. If there are no deductible alternates or taking all deductible alternates the resultant still exceeds the budgeted amount, the VHA reserves the right to reject all bids, or to secure additional funds necessary to awarding the Contract.

If the total amount of the bid exceeds \$25,000, the successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bond, or separate performance and payment bonds, each for 50% or more of the contract price, or a 20% cash escrow or a 25% irrevocable letter of credit, Attention is called to the provisions for equal employment opportunity, insurance requirements, and the payment of not less than the minimum salaries and wages as set forth in the Specifications.

Any prevailing wage rate (including basic hourly rate and any fringe benefits) determined under State or tribal law to be prevailing with respect to an employee in any trade or position employed under the contract is inapplicable to the contract and shall not be enforced against the contractor or any subcontractor with respect to employees engaged under the contract whenever either of the following occurs:

- (1) Such nonfederal prevailing wage rate exceeds (A) the Bacon Act (40 U.S.C. 276a et seq.) to be prevailing in the locality with respect to such trade; (B) an applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the Department of Labor or a DOL-recognized State Apprenticeship Agency; or (C) an applicable trainee wage rate based thereon specified in a DOL-certified trained program, or (ii) Such nonfederal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

The Housing Authority of the City of Vancouver reserves the right to reject any or all bids, or to waive any informalities in the bidding.

No bidder may withdraw his bid within thirty days after the date of bid opening.

REPOSSESSED VA & HUD HOMES

Available from government from \$1, you repair. No credit check. Also drug seizures and IRS foreclosures sold for back taxes.

To obtain a directory for your area

send \$69.95 and your PRINTED name and address to:

GOVERNMENT HOMES & INVESTMENTS
617 Garden #G, Santa Barbara, CA 93101