

# CLASSIFIEDS

Advertising  
Employment  
Bids/Sub-Bids

## EMPLOYMENT



### HELP WANTED COMMUNITY SERVICES CLERK

The City of Milwaukie is currently seeking a responsible person to work at the Center. Requires a high school diploma supplemented by coursework in word processing and office practices, 3 years employing technical skills. Work 20 hours per week. Salary: \$8.00 - \$9.18/hr (currently under negotiation, union position). Application packets can be obtained at City of Milwaukie, Personnel Office, 10722 SE Main Street, Milwaukie, OR 97222; 659-5171 or Fax #652-4433. Opening date: September 10, 1990. Closing Date: 5:00 p.m., Friday, September 21, 1990 for completed application and supplemental questionnaire. EEO.

### MARKETING SERVICES COORDINATOR

**\$2362 Monthly (Entry)**  
This position is in Salem, with the Oregon Economic Development Department Market Services Section. The Coordinator works with the Marketing Manager and the Communications Manager in the development of a local, national, and international public relations campaign on behalf of OEDD and the State of Oregon.  
To qualify you must have four years experience, two of which must have included administration or oversight of an on-going project or program. Applicants must respond to examination questions on the recruiting announcement and complete a state application. The closing date for this recruitment is September 24, 1990. To obtain application materials write or call:  
**OEDD Personnel**  
775 Summer St. NE  
Salem, OR 97310  
(503) 373-1200 ext. 219  
An EEO/AA Employer

### PERSONNEL TECHNICAL SPECIALIST 4

**(Benefits Technician)**  
**\$1561 to \$2343 per month**  
**Excellent benefits plus 6% PERS retirement contribution.**  
Are you energetic? Have strong technical skills? Clackamas County is seeking a Technical Specialist 4 to provide assistance administering County employee benefit programs and assist with new employee orientations. Competitive candidates will possess experience with compensation. Strong communication, interpersonal, research and analytical skills necessary.  
**COUNTY EMPLOYMENT APPLICATION REQUIRED.** Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date September 21, 1990, 5:00 p.m. An Equal Opportunity Employer.

### CORRECTIONS RESIDENT SUPERVISOR

**\$1651 to \$2085 per month**  
**Excellent benefits plus 6% PERS retirement contribution**  
Clackamas County's Adult Corrections Division is seeking several qualified, conscientious individuals to fill Corrections Work Release positions. This work provides the opportunity to utilize basic corrections knowledge and to demonstrate security and conflict resolution skills. The Resident Supervisor is primarily responsible for maintaining work release center security. Necessary qualifications: applicants must obtain certification as issued by the Oregon Board on Police Standards and Training within one year of date of hire (this is a five-week residential training in Monmouth, Oregon); must have eyesight correctable to 20/20; normal hearing acuity; successfully pass a physical assessment and background investigation.

### COUNTY EMPLOYMENT APPLICATION REQUIRED.

Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date September 28, 1990, 5:00 p.m. An Equal Opportunity Employer.

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

### MULTNOMAH EDUCATION SERVICE DISTRICT JOB OPPORTUNITIES

Our District provides programs and services to our 12 constituent school districts. We are currently looking for qualified individuals for the following positions:  
Audiologist 95 days (20-24 hrs/week) 10/01/90-04/3091  
Intake Transition Teacher 200 days  
Liaison, Gifted & Talented Program Operations 162 days  
Secretary/Clerk Educational Resource Services 135 days, 20 hrs/wk  
Specialist, Social Studies 210 days 4 hrs per day.  
Substitute Teachers, Educational Assistants, LPN  
For required MESD application form, more info and closing dates call 257-1510 (24/hr job information) or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland.

An Equal Opportunity Employer

### REGULATORY PROFESSIONALS

**\$1,908 - \$2,527 plus liberal benefits**  
We're recruiting for competent and energetic people with excellent human relations skills to train and work as Liquor License Investigators and Liquor Control Inspectors. We have current vacancies in Portland and Pendleton.

Investigators investigate liquor license applicants and their businesses. Inspectors inspect establishments with liquor licenses to insure their compliance with the law, and investigate alleged violations of the Oregon Liquor Control Act.

Both positions train and counsel people in the liquor industry to help them understand and comply with the liquor laws. They also educate the general public about the activities and authority of the Liquor Control Commission. To qualify, you need four years of investigative experience. However, certain college coursework will substitute on a year-for-year basis for up to two years of experience. You must also be at least 21, have a valid driver's license with a good driving record, and have no legally prohibited connections with the liquor industry.

If you are qualified and interested in joining an agency committed to excellence, please contact us IMMEDIATELY for more information and details on how to apply.

**Oregon Liquor Control Commission**  
9079 SE McLoughlin Blvd.  
Portland, OR 97222  
(503) 653-3019  
An Equal Opportunity Affirmative Action Employer

### TCI Cablevision of Oregon, Inc.

TCI CABLEVISION OF OREGON, INC., an Equal Opportunity Employer, currently has an opening for the following position:  
POSITION TITLE: SERVICE SPECIALIST Full-time

QUALIFICATIONS: Customer service experience, good oral & written communication skills, basic math & business office keyboard proficiency (typewriter CRT, 10 key). Ability to work well with public & co-workers especially under high pressure situations.

**DRUG TEST REQUIRED OF FINAL APPLICANT!**  
**MINIMUM YEARS OF WORK EXPERIENCE REQUIRED: 1**  
**TRAINING PROVIDED: Yes**  
**APPLICATIONS ACCEPTED UNTIL FILLED**

Interested parties may submit applications/resumes by mail to:  
TCI Cablevision of Oregon, Inc., 3500 SW Bond, Portland OR 97201, ATTENTION: Steve Peterson

### RADIO

Permanent part-time entry level position assisting telephone operator for radio station. 9am-noon, Monday-Friday. Call Jan at 231-0750. Equal Opportunity Employer

### HELP WANTED

Addressers wanted immediately! No experience necessary. Excellent pay! Work at home. Call toll free: 1-800-395-3283

### VICE PRESIDENT- FINANCE & ADMINISTRATION

Major not-for-profit organization seeks qualified individual as Vice President of its Finance and Administration Division. Will be responsible for effective management of financial and internal operations and administrative functions of the organization; including Management Information Systems, Human Resources, Finance and Building Services. Will work with community members and volunteer leadership. Requires Graduate degree or equivalent in Accounting, Business or related field. Minimum five (5) years related work experience, preferably in a not-for-profit setting, with strong emphasis in the financial and MIS areas. Demonstrated ability to communicate well in a variety of settings. Must display strong management and supervisory skills. Salary commensurate with back-ground and experience. Send resume by 9/21 in care of The Portland Observer, P.O. Box 5455U, Portland, Oregon, 97211.

### ASST. TECHNICAL SERVICES MGR.

**Salary: \$12.51/hour.**  
Responsible for monitoring Portland Center for the Performing Arts (PCPA) stage-area installations such as theatrical lighting, sound, scenery, props and sets during event set-up, performance and load-out phases. Coordinates with promoters, show technical directors or road managers, union representative and building staff. College degree in related field preferred. Five years experience in the operations functions of a live-entertainment facility, including supervision and stage technical background. Knowledge of maintenance and control of equipment of buildings as well as staging, lighting, etc. Experience in general business functions, recordkeeping and contracts preferred. You must be willing to be CPR certified.

Applications available only to residents of the First Opportunity Target Area: Banfield Freeway on the South, NE 42nd on the East, N Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North. Call our Job Line at 230-6711 for info on other jobs.

**APPLY IN PERSON:** September 6-19, 8:00 am through 5:00 pm, Memorial Coliseum General Office, 1401 N. Wheeler.

An Equal Opportunity/Affirmative Action Employer

### COUNSELING REHABILITATION COUNSELOR C-IV

Beginning salary \$1393-\$1450 per month plus benefits. CODA Inc. seeks rehabilitation counselor for the STAR methadone outpatient program. Responsibilities include counseling caseload of 25 clients, liaison with community vocational resources, delivery of vocational and career services to STAR and CODA resident clients. To qualify a master's degree is counseling or related discipline and 2 years supervised clinical or rehab experience are required. Experience with drug dependent populations preferred. Excellent communications, treatment planning interpersonal and group therapy skills are required. To apply complete and submit standard CODA application form including screening questions responses to CODA Inc., 210 NE 20th, Portland, OR 97232. (503) 239-8400.  
Equal Opportunity/affirmative action employer.

### COUNSELING

### CHEMICAL DEPENDENCY CLINICAL SUPERVISORS

Starting salary \$1644-\$1810 per month plus benefits. CODA Inc. has 3 vacancies for Clinical Supervisors in residential intensive outpatient and assessment programs. All require master's degree in a human services discipline and/or extensive related clinical experience including clinical supervisory experience. Detail position announcements and application instructions are available at CODA Inc., 210 NE 20th, Portland, OR 97232. (503) 239-8400.

Equal opportunity/affirmative action employer.

### COUNSELING COUNSELOR IV

Employee assistance resource, Starting salary \$1393-\$1450 per month plus benefits. CODA Inc seeks mental health counselor in the employee assistance resource "EAR" program. Primary responsibilities include conduct clinical assessment interviews, establish and maintain rapport with short term clients, communicate with mental health professionals throughout the community, instruct and assist clients, perform client referral, provide mental health instruction throughout business community. To qualify a master's degree in a human services discipline and 2 years relevant experience are required. Preferred candidate will be proficient in corporate structures and organizational dynamics. A valid driver's license, reliable transportation and liability insurability are required. To apply complete and submit standard CODA application form including screening question responses to CODA Inc., 210 NE 20th, Portland, OR 97232. (503) 239-8400.  
Equal opportunity/affirmative action employer.

### NURSING PART TIME BACKUP NURSES

Starting salary \$10-\$14 hour. CODA Inc. seeks both RN & LPN to work in outpatient drug treatment facility providing services to methadone clients. Responsibilities include assessment of opiate dependant clients, administration of methadone, maintenance of records and other general nursing duties. Work days and hours vary considerably. Clinic functions 7 days per week, 6am-3pm. To qualify applicant must possess valid and unencumbered Oregon RN or LTN license and valid driver's license. Previous methadone experience is preferred. To apply complete and submit standard CODA application form including screening question responses to CODA Inc., 210 NE 20th, Portland, OR 97232. (503) 239-8400.  
Equal opportunity/affirmative action employer.

### COOK

**\$1200 to \$1503 per month**  
**Excellent benefits plus 6% PERS retirement contribution.**  
The Community Corrections Division of Clackamas County is seeking an experienced Cook to provide food service for up to 50 people or more at its residential center in Milwaukie. The Center is for low-risk offenders who are on court-assigned probation. Incumbent will also inventory and purchase food, maintain records and direct the work of resident-kitchen help. Applications must be willing to work varied shifts including evenings, weekends and holidays.

**COUNTY EMPLOYMENT APPLICATION REQUIRED.** Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date September 24, 1990, 5:00 p.m. An Equal Opportunity Employer.

## Innovation Through Diversity

The innovative spirit of SAFECO is built on the idea that involvement in several arenas not only expands our options—it expands yours. This philosophy is as true in our product and service offerings as it is in our approach to rewarding every employee. As one of America's largest diversified financial corporations, we offer excellent salaries and an innovative benefits package.

Our commitment to innovation and diversity is also reflected in the unique blend of cultures and customs in our people. By taking an active role in equal opportunity efforts, we can more readily meet the needs of an increasingly complex marketplace. To that end, we particularly invite minority, senior, and disabled applicants to explore employment opportunities in areas such as claims, underwriting, and clerical support.

In return for your efforts, you can expect a very competitive starting salary, an excellent benefits package, and salary increases based on performance. Please forward your resume to SAFECO Insurance Companies, Attn: Personnel, 4101 S.W. Kruse Way, Lake Oswego, OR 97035.



### PROGRAM ASSISTANT Metropolitan Human relations Commission Position Opening

The Metropolitan Human Relations Commission is currently accepting applications for the position of Program Assistant. Primary duties include: organize and coordinate meetings, rallies, seminars, special programs, forums and other events as designated by the Commission; oversee the development and publication for MHRC brochures, newsletters etc.; serve as media liaison. Annual events and publications for fiscal year 1990-91 include: Awards Luncheon, Quarterly Newsletters, Annual Report, Summit Follow-Up Meeting.  
Required experience includes: project/program planning and implementation, experience working with diverse communities, sensitivity to the impact of cultural differences, knowledge of Portland community, development of publications and work with print production, knowledge of civil and human rights issues in Multnomah County, demonstrated proficiency using word processing software preferably WordPerfect 5.0 and or 5.1.  
Position is 40 hours per week with benefits. Starting salary \$11.00 per hour. Must be available to attend evening meetings. Applications must be received in the MHRC Office by 12 p.m. October 19, 1990.  
Interested persons must submit a resume, letter of application, and the names and phone numbers of three references to:

**Metropolitan Human Relations Commission**  
Portland Building  
1120 SW 5th Avenue, #516  
Portland, Oregon 97204  
Voice/TDD 796-5136

Only the most qualified applicants will be contacted for further consideration and will be asked to submit examples of authored written and statistical reports.

Position descriptions are available through the Commission office. Minorities, women and persons with disabilities are encouraged to apply. The Metropolitan Human Relations Commission has a commitment to hiring multi-cultural and bi-lingual staff.

The Metropolitan Human Relations Commission is a joint City/County 15 member citizen commission. Its mission statement is as follows: The Metropolitan Human Relations Commission believes in the dignity and worth of all human beings. MHRC's mission is to foster mutual understanding and respect, and to protect the human right of all economic, religious, ethnic, racial, national origin, disability, age, sex, and sexual orientation groups in Multnomah County.

### RESEARCH ASSISTANT Metropolitan Human relations Commission Position Opening

The Metropolitan Human Relations Commission is currently accepting applications for the position of research Assistant. Primary duties include: research projects, reports, surveys, needs assessments, and special projects on human and civil rights issues as assigned by the Commission. Annual/or biennial reports include: EEO-City/County Evaluations, Juvenile Justice Evaluation, and Hate Crimes Report. Additional responsibilities include: providing staff support to MHRC Committees, handling human rights complaints, serving as liaison to community and law enforcement groups, and tracking hate/bias crimes in Multnomah County.

Required experience includes: statistical compilation and analysis, instrument design and implementation, experience working with diverse communities, sensitivity to the impact of cultural differences, knowledge of civil and human rights issues in Multnomah County, report writing, verbal bi-lingual ability in Spanish, and demonstrated proficiency using word processing software preferably WordPerfect 5.0 and or 5.1.

Position is 36 hours per week with benefits. Starting salary \$11.00 per hour. Must be available to attend evening meetings. Applications must be received in the MHRC Office by 12 p.m. October 19, 1990.

Interested persons must submit a resume, letter of application, and the names and phone numbers of three references to:

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### SECRETARIAL

**Portland Community College**  
Secretary/Gov't Contract Acquisition Program-#28 (Temporary full time through 9-30-91) Cascade Business Center Corp.-4314 N. Vancouver Avenue  
High School diploma or equivalent with advanced training or education in micro-computers and office occupations required; Associate's degree preferred. A minimum of 2 years recent secretarial or office assistant work experience required. Experience with MS-DOS programming language and WordPerfect software as well as familiarity with database mgmt. and Lotus 1-2-3 is required. Valid driver's license required. Open until filled.  
Contact Staff Employment, 049 SW Porter, Room A-1, 273-2823 for an application packet. An Equal Opportunity Affirmative Action Institution

**SECRETARY**  
Admin. Asst. for local non-profit. Wordperfect, database skills preferred; type 50WPM. Heavy phones, self-starter, organized. \$5.50-\$7.00/hr. + benefits. Send resume to 537 S.E. Alder, Portland, OR 97214, Attn: Jeri. Equal Opportunity Employer.

**MASTERCARD-PREAPPROVED**  
NO ONE REFUSED. CLEAR BAD CREDIT. CALL 1-619-565-6597 EXT. CX1978 24 HRS FOR APPLICATION.