

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## DATA ENTRY

The Portland Development Commission is seeking a proficient data entry person to join our accounting team. This position requires attention to detail and organizational skills. Must have excellent typing ability and 10 key. Prefer experience with accounts payable invoices.

COMMISSION EMPLOYMENT APPLICATION REQUIRED. Application materials available at:

The Portland Development Commission  
1120 S.W. 5th, Suite 1100  
Portland, OR 97204

or call 796-6819. Application deadline: November 23, 1990. Minorities encouraged to apply/Equal opportunity Employer

## ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC.

TEACHER ASSISTANT II - AA in ECE or CDA and 1 yr. experience with 3-5 yr. olds in preschool setting. Beginning salary \$6.06/hr; 28 hrs/wk; 35.5 wks/yr.

TEACHER ASSISTANT I - High school diploma or equivalent and 1 yr. paid experience with 3-5 yr. olds in preschool setting. Salary range \$4.52-\$5.49/hr; 22-24 hrs/wk; 32-36 wks/yr. All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 - 4:00 p.m., Mon.-Fri., EOC Office, 10619 N.E. Coxley Drive, Vancouver, WA 98662, (206) 896-9912. Complete applications must be received in EOC Office by 4 p.m., Tuesday, November 20, 1990.

## Counselor V FAMILY SERVICES COORDINATOR

Starting salary \$1700-\$1850 mo. + benefits. CODA INC seeks supervisor in family services program to assist program manager in development and operation of residential and out-patient family programs. Supervise 2-5 staff, oversee diagnosis evaluation and treatment of drug affected infants and children. Conduct patient training, perform individual, group and family treatment and development, implement and monitor policies.

To qualify a master's degree in human services discipline and 2 years relevant experience in including supervisory experience or equivalent are required. Expertise in chemical dependency issues and family & children's issues are very strongly preferred. To apply 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.

## PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

Community Relations specialist, will assist in developing and implementing public relations and educational programs. This position will close on Friday, November 16, 1990, at 5 p.m.

Public Affairs Manager will develop, implement, and administer public information programs. This position will close on Wednesday, November 21, 1990, at 5 p.m.

Administrative Coordinator-Temporary, will provide administrative support to the Human Resource division staff. This position will close on Wednesday, November 21, 1990, at 5 p.m.

For additional information, call the Port's Job Hotline, (503) 231-5478.

The Port is an Equal Opportunity Employer.

## COMMUNICATION PROGRAMS COORDINATOR

\$2,617-\$3,176/mo.

Four years' progressive experience in implementing communications programs, including writing for publications. Bachelor's degree in communication-related field. Additional study in organizational communications and public relations desired.

For EWEB Application contact: Eugene Water & Electric Board P.O. Box 10148 - 500 E. 4th Avenue Eugene, OR 97440-2148 or call: (503) 484-2411 Position closes: Monday, December 3, 1990 - 5:00 p.m.

EQUAL OPPORTUNITY EMPLOYER

## TELEPHONE RESERVATION CLERK

Portland Center for the Performing Arts Salary range: \$5.74/hour. Part time, year-round.

We're looking for people who like phone work to answer ticket information lines, accept telephone ticket information requests, fill out charge forms and obtain authorizations. You will work at the New Theatre Building in downtown Portland.

You should have one year experience in telephone reception work, preferably in a high-volume situation. Prior ticket selling or performing arts/entertainment experience is helpful. You must be available to work on an occasional basis, depending on event schedule. The Phone Room is open 8 am - 8pm, seven days a week. You should have clear handwriting, an ability to memorize and a good telephone voice. You should be able to work with others and independently. You must be willing to be CPR certified.

Applications available only to residents of the First Opportunity Target Area: N and NE neighborhoods between the Banfield Freeway on the South, NE 42nd on the East, Columbia Bv on the North and N Chautauqua including Columbia Villa on the West. APPLY IN PERSON: November 8-21, 8:00 am through 5:00 pm, Memorial Coliseum General Office, 1401 N. Wheeler. An Equal Opportunity/Affirmative Action Employer.

## PHOTO TOOLING TECHNICIANS

Tektronix, a Fortune 500 firm and world leader in test and measurement equipment, has immediate openings for a Photo Tooling Technician on our swing shift at our Etched Circuit Board Plant Forest Grove.

You will operate photo and computer-aided imaging equipment and perform composite functions in a clean room environment. In addition, you will generate high quality production filmwork by touching-up, modifying and masking filmwork, and managing satellite film libraries.

Requires the basic knowledge of processing silver and diazo film and the ability to use photo tools, magnification and measurement devices. Experience in performing film composite registration functions and knowledge of the manufacturing of circuit boards is a plus.

For immediate consideration, please send your resume to: Cindy Benson Taylor, DS FI-293, Tektronix, Inc., P.O. Box 3000, Forest Grove, OR 97116.

We are an equal Opportunity Employer. M/F/H.

## TEKTRONIX

### PROJECT COORDINATOR

Economic Development \$36,492-\$47,268

Coordinate the development and implementation of a business development program targeted at the office/service sector, with special emphasis on the Central City as a location for employment and investment. Determine marketplace advantages of Portland, prospect identification, preparation of technical and marketing materials, direct marketing, and client support and follow-up. Responsible for the recruitment of new office/services users and assist in the retention and expansion of existing companies in the Central City.

Closing date: December 7, 1990. For a complete job description and application packet, call 796-6819 or contact:

PORTLAND DEVELOPMENT COMMISSION  
1120 SW FIFTH, SUITE 1100  
PORTLAND, OREGON 97204  
An Equal Opportunity Employer

## BUSINESS OPPORTUNITY

Service Station For Lease Some Investment Required Jon or Tony 297-7600

## COORDINATOR/NURSERY

Coordinator for Relief Nursery. Masters in Early Child Ed. or Social Services or B.A. +4 yrs. exp. in therapeutic preschool or social services with high-risk families. Minority applications encouraged. Send resume: VOA, 537 S.E. Alder, Portland, OR 97214  
Equal Opportunity Employer

## ENERGY PROGRAM COORDINATOR

The State of Oregon Building Codes Agency is recruiting for a Program Representative 2 to administer a new program which promotes energy conservation. This person will develop goals and objectives, funding base, and training program. Responsibilities include technical assistance, interpretation of laws/rules, program evaluation. Requires some travel. This is a limited duration position funded through 6/30/91, pending legislative approval, unless other funding is obtained.

Qualifications include four years of technical or professional experience advising public about specific programs. Two years of this experience must include program monitoring. Prefer experience in energy conservation. Salary \$2632-3147/month. application deadline November 27. Request announcement and exam from Personnel Office, 1535 Edgewater St. NW, Salem, OR 97310, (503) 378-4133.

An Equal Opportunity Employer: Minority, female, and disabled candidates are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER

## PLUMBER

Tektronix Inc., a Fortune 500 firm and world leader in test and measurement equipment, offers an exciting opportunity for a Plumber at our Etched Circuit Board Plant in Forest Grove. One swing shift and one graveyard position available.

You will maintain, repair, fabricate and install various types of plumbing/mechanical systems, equipment/machinery in accordance with all local and state code requirements. You will also maintain preventative maintenance logs and records, utilize "state of the art" test equipment, and respond to trouble calls and emergencies.

We are seeking a multi-crafted process plumber with a minimum of 7 years' as a journey level plumber with experience as a welder, mechanic or H.B.A.C. Technician. State of Oregon Plumbers license with thorough knowledge of Uniform Plumbing code required. Ability to interpret and work from blueprints, schematics and flow diagrams also a must. May be required to work weekends, holidays, and/or rotating shifts, and overtime.

Tektronix offers a competitive package of compensation and benefits. For immediate consideration, please send your resume and salary requirements to: Cindy Benson Taylor, DS FI-293, Tektronix, Inc., P.O. Box 3000, Forest Grove, OR 97116.

We are an equal opportunity employer m/f/h.

## TEKTRONIX

### GEOTECHNICAL DESIGNER

\$2060-\$2765

Oregon Highway Division seeks applicants for vacancy in Salem. Requires a Bachelor's degree in Civil or Transportation-related engineering; AND one year of experience in the practice of transportation engineering; OR four years of professional engineering experience. Person in this position evaluates site conditions and performs detailed soil and rock mechanics analysis in order to develop geotechnical designs. To obtain an application, contact ODOT Personnel in Salem (503) 378-6281. Applications must be returned by 5:00 p.m., November 23, 1990. We are an AA/EEO employer.

## ENTRY LEVEL COUNSELOR II

Starting salary \$1109-\$1250 plus benefits. CODA INC seeks entry level counselor for STAR methadone maintenance program to manage caseload of opiate dependant clients, provide supervised therapy to groups and individuals, maintain clinical records and assist with other program functions. To qualify: an associate's degree in health services OR certification as chemical dependency counselor are required as is one year human services experience. Clinical experience in methadone treatment and strong communication skills preferred.

To apply 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.

## CLERICAL

### NORTHWEST NATURAL GAS COMPANY

Are you interested in learning about a company from the ground up, in a statistical, repetitive, task-oriented position?

If you are - numerical sorting accuracy and production skills will be necessary to succeed in this filing clerk position. Desired background/skills will include general clerical experience with basic office machine background. A customer service attitude and commitment to detail will be necessary for successful performance.

A full benefit package is included in this full-time position that has a starting salary of \$1120/month

If you are interested in this learning opportunity, please send FAX your resume identifying this specific job by November 16, 1990:

Northwest Natural Gas  
220 N.W. Second Avenue  
Portland, Oregon 97209

FAX: 721-2506

An Equal Opportunity Employer  
JOB INFORMATION LINE  
(503) 220-2434

## Innovation Through Diversity

The innovative spirit at SAFECO is built on the idea that involvement in several areas 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.



SAFECO

## Engineering

### APPLICATIONS ENGINEER SUPERVISOR

Metheus Corporation, a leading supplier of high resolution graphics controller boards, has an opportunity for an Applications Engineer Supervisor to provide technical support and expertise to the company's sales staff, customers, dealers, and distributors.

Your responsibilities will include providing technical support for customers via phone and fax, performing benchmarks and diagnostics, reviewing technical documentation and manuals, documenting technical information for technical support, self education in Metheus products and customer applications, managing other Applications Engineers. Additional duties include collecting and reporting problems with products, demonstrating equipment, gathering product information, providing product bulletins to field.

Mandatory requirement: minimum of two years experience with PC technology operations and concepts and CAD application software. Preference is given to a bachelor's degree or equivalent and previous supervisory/management experience. Good oral and written communication skills a must. Only applicants with the above qualifications need apply.

Metheus provides a competitive salary and excellent benefits package. For consideration, please send your resume to: Metheus Corporation, Attn: Human Resources Dept., 1600 N.W. Compton Drive, Beaverton, OR 97006. Applications and resumes accepted for open positions only. Equal Opportunity Employer.

## METHEUS CORPORATION

## DATA PROCESSING PROFESSIONALS

There Are a Million Reasons Why We Speak Your Language

Blue Cross and Blue Shield of Oregon is currently accepting applications for 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.

Candidates must also have experience in the following:

\*COBOL \*VSAM  
\*OS/JCL \*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 #449 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



## 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. Training class will begin Jan. 2, 1991.

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 #457 at the top of your resume or you may apply in person between 9 AM-4PM Mon-Fri.

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

## Legislative

### Committee Administrator

(1991 Legislative Session)

Positions provide information to Legislative Committees regarding issue before committees, arrange for testimony and evidence to be provided, and organize and analyze information in the preparation of policy options. Experience involving management responsibility or experience in a staff technical or professional function related to management required. Salary range \$2,768 - \$3,714 per month. These positions will begin in January 1991 and end at the close of the 1991 Legislative Session. A Legislative Administration Committee application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310 (503) 378-8530. Equal Opportunity Employer

## CLERICAL

### NORTHWEST NATURAL GAS COMPANY

Do you enjoy a fast-paced, team-oriented environment that involves processing work stations and repetitive tasks. Our downtown office needs qualified candidates for an entry-level position in the payment processing section of our Treasury Department.

Background/training in payment processing, customer payments and mail extracting is desirable, but not required. 10-key by touch plus a strong numerical aptitude will be necessary.

Starting wage is \$7.24/hr with a benefit package.

Only those selected for interview will be contacted.

Please respond in writing with your work history and experience/training identifying skills pertinent to this position, by November 16, 1990.

Northwest Natural Gas Co.  
PO Box 3410  
Portland, Oregon 97208-3410  
FAX (503) 721-2506

Equal Opportunity Employer  
JOB INFORMATION LINE:  
(503)220-2434

## Legislative

### Committee

#### Research Assistant

(1991 Legislative Session)  
Positions compile, analyze, and report information requested by Legislators and Legislative Committees. Experience performing research work which has afforded a knowledge of research methods and a demonstrated skill in compiling, organizing, and analyzing research data required. Salary range \$1,781 - \$2,387 per month. These positions will begin in January 1991 and end at the close of the 1991 Legislative Session. A Legislative Administration Committee application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310, (503) 378-8530. Equal Opportunity Employer

## Computer

### COURIER

(1991 LEGISLATIVE SESSION)

For the Oregon Legislative Information System of the Legislative Administration Committee. Position transports photocopy to and from state printing and assists in resolving computer software malfunctions. Knowledge of operations of electronic computers and related equipment and microcomputer applications software (WordPerfect) desired. Must have a valid driver's license and a good driving record. Salary range \$1,252 - \$1,622 per month. Position will be expected to work flexible hours, including evenings and weekends. A Legislative Administration Committee application is required. Application materials must be received by 5 PM, November 27, 1990. Contact Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310 (503) 378-8530. Equal Opportunity Employer

## RADIO

Newsperson with minimum 3-5 years experience on air. Tape and resume to P.O. Box 14957, Portland, OR 97214. Equal Opportunity Employer.