

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

ATTORNEY

LAWYER REFERRAL PRO BONO ADMINISTRATOR

(Part-time 20 hrs/wk, .5 FTE)
OREGON STATE BAR

This part-time position within the Member Services Division administers both Lawyer Referral and Pro Bono Programs of the Bar, linking members of the public in need of legal services with attorneys willing to provide those services. Administrator provides technical assistance to local volunteer attorney programs and supervises staff, maintains data base for program support and handles marketing and advertising for related programs. Position provides occasional legal advice to client callers as needed.

Skills needed: Knowledge of program administration, including supervision, budgeting, program planning and evaluation. Ability to maintain computer data base, and excellent interpersonal skills.

Requires graduation from a four-year college or university; graduation from an accredited school of law; member of a state bar, preferably Oregon.

Salary Range starts at: \$1,116/month, benefits included.

Apply immediately, send resume and cover letter to Personnel Officer, Attn: MSA, 5200 S.W. Meadows Road, Lake Oswego, Oregon 97035. Deadline for application is Monday, November 28, 1990.

Equal Opportunity Employer

SECRETARY CURRICULUM

210 Day (School Year)

Requires: 65 wpm net typing; proficiency in operation of microcomputer/word processor

Call 257-1510 (24 hr job information) for further qualifications, salary and closing dates. Required MESD employment applications can be obtained in person at MESD's recruitment Office at 11611 NE Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. Applicants residing outside of Tri-County area and physically disabled applicants may request application materials by mail or by calling 257-1501 during regular office hours.

An Equal Opportunity Employer

ENGINEERING SPECIALIST 3

\$1692-\$2274 Monthly

Oregon Highway Division seeks applicants to fill openings throughout the state. Requires an Associate degree in engineering technology AND four years of subprofessional engineering experience; OR five and one-half years of subprofessional experience. A Bachelor's degree in architecture, geology, math, or physics may be substituted for the Associate degree. These positions do field surveying, traffic studies, inspection or testing, drafting, office engineering, & support for design. To obtain an application, contact ODOT Personnel in Salem (503) 378-6281. Applications must be returned by 5:00 p.m., November 27, 1990. We are an AA/EEO Employer.

MULTNOMAH COUNTY

Program Development Specialist/Engineering Operations (Part-time) \$13.16 per hour; provide computer support including assessment of PC needs, programming assistance in programs such as R-Base and AutoCAD, and assisting in evaluation of hardware and software products; apply by November 30, 1990.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.

Innovation Through Diversity

The innovative spirit at 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.



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An Equal Opportunity Employer

HUMAN RESOURCE ADMINISTRATOR

(\$39,162 - \$47,601)

The Eugene School District seeks qualified candidates for a Human Resource Professional to administer the district's personnel policies, procedures, collective bargaining agreement, and staffing programs. Areas of special responsibility include coordination of the development and maintenance of automated records systems, coordination of Human Resources staff EEO/AAP, and general human resource management consultation as part of a client service system. Requires generalist knowledge of the human resources field, excellent interpersonal skills, strong analytical skills, and familiarity with automated personnel database and records system. Qualifications shall include a Bachelor's degree in Public Administration, Business Administration, Industrial Relations or related field, at least three years of professional experience in the human resource field, experience in managing one or more areas of the human resource function, and experience in affirmative action. Human Resource experience in a public school system or public personnel administration preferred. Submit a letter of interest, administrative application form, resume, list of three professional references and complete Supplemental Questionnaire to: **EUGENE SCHOOL DISTRICT 43, HUMAN RESOURCES (PART-TIME), 200 NORTH MONROE, EUGENE, OREGON 97402 (503) 687-3247.** Closing date: 11/27/90. The Eugene School District is an Affirmative Action Institution. Women and ethnic minorities are encouraged to apply.

FOREST UNIT SUPERVISOR 2 Reforestation Unit Forester

\$2387 - \$3205

The Oregon Department of Forestry currently has an opening in Santiam for a Forest Unit Supervisor 2, Reforestation Unit Forester. This announcement is to fill the current vacancy. The Reforestation Unit Forester plans, organizes, directs, monitors, and supervises all reforestation activities on approximately 48,000 acres of State forest land in the Clackamas-Marion District. This encompasses all reforestation, young stand management and tree improvement activities.

This announcement closes December 4, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

FORESTRY STAFF SPECIALIST Urban Forester

\$2349 - \$3131

The Oregon Department of Forestry currently has an opening in Salem for a Forestry Staff Specialist 2, Urban Forester. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Urban Forester will develop and implement the new Urban Forestry Program under the direction and guidance of the Forestry Assistance Program Director and coordinate the urban forestry activities with other department personnel, state and federal agencies, cities, rural communities, and private organizations involved in urban forestry programs or projects. Announcement closes December 31, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

Executive Secretary

Salary: \$28,813/year. Full time. Exempt.

We're looking for a positive, practical person to provide organizational and administrative support to the General Manager, the Manager of Finance and Administration and the Metropolitan Exposition Recreation Commission (MERC). Coordinates preparation of MERC agenda, supervises clerical workers. High school diploma or GED, 2-3 years college level courses in business or equivalent exp. Three years experience in administrative assistant or executive secretary position. 80 wpm typing; dictation, word processing knowledge and computer operator skills. You must be willing to be CPR certified. Applications available to MERC employees and to residents of the First Opportunity Target Area: Banfield Freeway on the South, NE 42nd on the East, N. Chautauqua including Columbia Village on the West and N Columbia Bv. on the North. Call our Job Line at 230-6711 for other job information. **APPLY IN PERSON:** November 19-30, 8:00 am through 5:00 pm, Memorial Coliseum General Office, 1401 N. Wheeler.

An Equal Opportunity/Affirmative Action Employer

Highway Planner

\$2464 - \$3286

Oregon Highway Division seeks applicants for vacancy in Salem. Requires a Bachelor's degree in Planning, Geography, or Landscape Architecture; And three years experience conducting long-range planning and research studies. The person in this position would develop the corridor plan for the Oregon Coast Highway and assist in the Pacific Coast Scenic Parkway. 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.

HELP WANTED DISPATCH CLERK, SUPERVISOR:

Salary range-\$2,234/mo.
to \$2,715/mo

D.O.Q. This is a mid-management level position which supervises 9-1-1 and records operations and delivery clerk. Requires Associate Degree in related field with minimum four (4) years experience employing technical skills of dispatch operations; two years supervision in communications environment; and four years total experience. City employment application and certification/supplemental form must be received on or before 5:00 PM, Monday, December 3, 1990 at the Personnel Office, City of Milwaukie, 10722 SE Main Street, Milwaukie, OR 97222; 659-5171 or Fax 652-4433. EEO

OFFICE MANAGER 2 Office Manager

\$1694 - \$2276

The Oregon Department of Forestry currently has openings for an Office Manager 2 in Sweet Home and Tillamook. This announcement is to fill the current vacancy and develop a list for future vacancies throughout the state. Submit an application now if you wish to be considered for this job classification. The Office Manager supervises the clerical, administrative, and business support activities of a district operation. Directly supervises a staff performing secretarial, general office, records processing, and routine clerical support tasks and ensures timely, accurate, and efficient flow of work between district personnel and the clerical support staff. Participates as a member of the district's management team. Announcement closes December 12, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

SUPPORT SERVICES SUPERVISOR 2 Equipment Pool Assistant

\$1694 - \$2276

The Oregon Department of Forestry currently has an opening in Salem for a Support Services Supervisor 2, Equipment Pool Assistant. This announcement is to fill the current vacancy. Submit and application now if you wish to be considered for this job classification. The Equipment Pool Assistant provides a variety of administrative related services in direct support of the Equipment Pool and the Services Section. The position provides direct support by coordinating, auditing, and preparing billings and inventories of both the Motor Pool and Radio Pool and by providing secretarial and administrative support to the Director and other Unit Managers in the Section. The position requires skills in analysis, evaluation, and interpretation of organizational policy. Announcement closes December 3, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

PRINCIPAL EXECUTIVE/ MANAGER F

Assistant State Forester
\$3370 - \$4742

The Oregon Department of Forestry currently has an opening in Salem for a Principal Executive/Manager F, Assistant State Forester. This announcement is to fill the current vacancy. The Assistant State Forester, Forest Management Division, develops and recommends statewide operating policies and implements policy decisions in the staff program areas of forest management, insect and disease protection, service forestry, genetic improvement, and cooperative research. As the chief of the Forest Management Division, the incumbent supervises the following programs: State Forest Management, Service Forestry, Insect and Disease Program, and Cooperative Tree Improvement. Announcement closes December 18, 1990. Specific questions relative to this position should be directed to **Mike Beylerle, Deputy State Forester, (503) 378-2507.** Questions about how to apply and the job announcement should be addressed to **Steve Thomas, Personnel Director, (503) 378-5732.**

MENTAL HEALTH Opportunities With Community Psychiatric Clinic

CPC is a rapidly growing Mental Health Center. We provide services to psychiatrically disabled children & adults and their families through a variety of nationally recognized tx progs. located throughout Seattle. We are committed to a culturally and ethnically diverse workplace. Competitive salary & benefit pkg.

SUPERVISOR-EL REY (dntn Seattle): full service residential tx facility for the homeless mentally ill seeking supervisor for the CCR and TCF programs. Challenging oppor. to work in innovative, nationally recognized tx facility. Masters, or BA in related field + supv. exp. Knowledge of res. prog. pref. for mentally ill adults. Day, eve & wkend hrs. BA, exp in acute care. Exp. wrking w/chem abuser pnt.

CASE MANAGER-JDP (dntn Seattle): Case mgmt team servicing mentally ill misdemeanant adults. BA, prev exp w-mentally ill criminal just system.

MENTAL HEALTH NURSES

Full-time & part-time positions in expanding mental health agency serving north centra King Co. WA (Seattle). Opportunities to work w/multi-disciplinary teams in community support, crisis intervention, residential programs, providing assessments, medication evals and case mgmt. Positions avail for licensed RNs & Armps w/prescriptive authority and exp. workin' w/disabled mentally ill adults.

Administrative Secretary

F/Tw/ excellent benefits including 3 wks vac. the 1st yr. Provide admin. secretarial support to Executive Director, Directors, and Board of Trustees for privat-non profit mental health center w/ 200+ staff. Req: typing 70 wpm, exp. w/ Wordperfect preferred. Ability to be flexible, and work with secretarial team.

Receptionist

Full-time receptionist position for large mental health agency in Wallingford area serving chronically mentally ill. 1 year receptionist exp. in health care setting preferred. 40 WPM typing. \$14,282.00 + exc. benefit package. Send resumes to: CPC, 4319 Stone Way N., Seattle 98103. EOE.

Case Manager Wallingford House

Provide assessment, tx planning, crisis intervention, skill training & case mgmt for mentally ill adults in psychosocial clubhouse prog. Salary \$21,500 - 27,500. BA + exp. w/ mentally ill adults.

COORDINATOR-CIS: Screen acutely mentally ill adults for respite care beds. Coordinate client activities with local emergency mental health providers, and provide support for clients. Swing and nite shift, skill in crisis intervention, assessment, and referral. Ability to work independently. Min. Req. BA plus 2 yrs. exp. Assessment and discharge planning a plus.

Please send cover letter (identify position) and resume to: ATTN: Personnel, CPC, 4319 Stone Way N, Seattle, WA. 98103. 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 BlueCross 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



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



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1225 Northeast 2nd Avenue
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Committed to Career Opportunity For All Americans

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