

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## SUPPORT SERVICES SUPERVISOR 2 (XO113X)

**PAY AND CHASE SUPERVISOR  
IN THE RECOVERY  
SERVICES SECTION  
ADULT AND FAMILY  
SERVICES DIVISION  
SALARY (\$1694-\$2276)**

### Excellent Benefit Package

The State of Oregon, Adult and Family Services, is recruiting for a Support Services Supervisor 2, Pay and Chase Supervisor, Recovery Services Section, located in Salem, Oregon. The person filling this position will supervise the activities of the staff engaged in the identification and recovery of public assistance monies when a third party is legally liable as primary payor.

### QUALIFICATIONS:

YOU MUST HAVE one year of experience as a supervisor of technical, office, or support staff which included responsibility for hiring, training, assigning and reviewing work, doing performance appraisals, and handling disciplinary actions and grievances.

Obtain a State of Oregon Application (PD 100) and Announcement #OC901507 from the Personnel Center, 775 Court Street, Salem, Oregon, 97310, or the Portland Personnel Center, PCC, 2850 SE 82nd Ave, Portland, Oregon.

APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE RECEIVED BY DECEMBER 24, 1990, TO BE ACCEPTED.

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

## INTERNATIONAL ACCOUNTING MANAGER

Our shoes are for people who want the best and are serious about what they do. That's also the type of person we want at AVIA, talented innovative individuals who thrive in a challenging environment.

This critical, hands-on position requires a superior knowledge of accounting practice and principles. The successful candidate will possess strong analytical skills and the ability to evaluate, isolate and appraise problem areas, reach sound conclusions and implement solutions. An emphasis on account reconciliation and analysis as well as balancing accounts to the general ledger is needed. Thorough knowledge of computerized accounting systems (including Lotus 123) and their development is required. The position demands strong communication and problem solving skills. A bachelors degree or equivalent, specializing in accounting, finance or a related field of international business is required along with a minimum of four years professional level experience in one or more general accounting functions. Knowledge of inter-national consolidations, foreign currency translations and financial statement preparation and review is highly desired. Salary range is to the high thirties depending on experience.

Please forward your resume with salary requirements to:

AVIA  
P.O. Box 23309  
Portland, OR 97223  
Attn: Director-Human Resources  
Feel free to call our Job Hotline at 620-5027 for other opportunities. AVIA is an Equal Opportunity/Affirmative Action Employer.

## FINANCIAL REPORTING & ANALYSIS MANAGER \$2513-\$3370 Monthly

The Department of Transportation seeks applicants to fill a current opening in Salem. This position will direct the analysis, planning, interpretation, and review of a fiscal operation. Requires three years of fiscal management experience AND formal coursework. To obtain an announcement showing the complete requirements for the position and an application, contact ODOT Personnel at (503) 378-6281. Applications and responses to the questions must be returned by 5:00 p.m. December 13, 1990. We are an AA/EEO Employer.

## ELECTRONICS TECHNICIAN

Tualatin Valley Fire and Rescue is accepting Applications for an Electronics Technician. Responsibilities will include installation and maintenance of the Districts telecommunication systems. Interested candidates must have 5 years experience in related field and possess an Associates Degree in Engineering in electronics; or any satisfactory combination of experience and training. Must possess an FCC, NABER, or an APCO radio telephone license. Salary range \$1928-\$2699 per month. Interested candidates may submit completed district applications/resumes to Tualatin Valley Fire and Rescue, 20665 Southwest Blanton Street, Aloha, OR 97007 by Friday December 7, 1990 at 4:30 p.m. Equal Opportunity Employer.

## SECRETARY/DATA ENTRY OPERATOR, TB UNIT

Requirement: Knowledge of school immunization and TB law, terminology, schedules, and requirements; general information regarding vaccine preventable diseases and tuberculosis disease and treatment. Experience with busy telephone lines. Experience and proficiency in data entry.

Three years of general office experience in health care or educational setting.

Appl Deadline: 12/10/90 by 5 PM  
Call 257-1510 (24hr job information) for further qualifications, salary & 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 by calling 257-1501 during regular office hours.

An Equal Opportunity Employer

## FACILITIES PLANNING MANAGER

\$3,912 - \$4,702/mo.

Five years of professional experience in facility related planning: experience in design, construction, operation and/or maintenance of electric, water and/or steam utility facilities desirable. Two year's minimum experience in supervision or management of complex projects or programs relative to utilities or related work while demonstrating supervisory or management skills. A four-year degree in engineering, planning, or a closely related discipline, or an equivalent combination of education, experience and preparation. Valid driver's license required. For information contact the Human Resources Dept., EWEB, 500 East 4th Avenue/P.O. Box 10148, Eugene, OR 97440 or (503) 484-2411 ext. 3012.

Position closes - Friday, December 28, 1990 - 5:00 p.m.

EQUAL OPPORTUNITY EMPLOYER

## PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

Programmer Analyst will perform functions related to internal system design and computer program development, implementation, maintenance, and problem analysis for systems in production. This position will close on Friday December 7, 1990, at 5 p.m.

Systems Analyst will gather and analyze information to develop or modify computerized information systems. This position will close on Friday, December 7, 1990, at 5 p.m.

For additional information, call the Port's Job Hot Line, (503) 231-5478. The Port is an Equal Opportunity Employer.

## HELP WANTED SECRETARY

Executive secretary for AM/FM radio. Good typing and office skills. Prefer shorthand. Good telephone skills. Send resume to General Manager, P.O. Box 14957, Portland, OR 97214. Equal Opportunity Employer.

## HUMAN RESOURCES SECRETARY

Georgia-Pacific Corp. has an immediate opening for an individual to provide clerical and secretarial support to the Human resources department. Requires proven ability to handle confidential information; previous personnel experience preferred. Must have word processing/typing skills of 65 wpm and familiarity with Lotus 123 applications. Strong writing and proofreading skills necessary, as well as excellent interpersonal and telephone skills.

Prefer applicants apply in person Tuesday, 12/4 through Thursday, 12/6 from 9:00 - 4:00. If unable to apply in person, send resume by December 6th. Please include salary history and indicate specific position.

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

## 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.



## Employment Opportunities MULTNOMAH COUNTY LEGAL SECRETARY TRAINEE

\$8.62 per hour; position in Multnomah County Counsel Office; requires one to two years of clerical experience including legal terminology, experience with WordPerfect 5.1 and Wang word processing preferred, and recent legal secretarial course graduates will be considered; apply by December 14, 1990.

### INFORMATION AND REFERRAL SPECIALIST

Spanish speaking. \$9.52 per hour; provides detailed information to the public about community resources for health services and health-related social services; requires experience or training in information and referral and the ability to read, write, and speak Spanish; apply by December 14, 1990.

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

Multnomah County is an Equal Opportunity Employer offering an excellent benefit package.

## OFFICE SPECIALIST 1

Performs receptionist, secretarial, and general office duties including the processing of records and forms, typing, computer input, provide information and assistance, receive & route incoming telephone calls. Salary: \$1302-\$1686 per mo. Located in Salem. 40 hrs per wk. Submit a State of Oregon Employment Application by Fri., Dec. 28, 1990 to: Oregon Prevention resource Center, 555 24th Place NE, Salem, OR 97310. 1-800-822-6772.

An Equal Opportunity Employer. Minorities and women are encouraged to apply.

## PLANNER ASSOCIATE PLANNER ADVANCE PLANNING

Highly responsible professional position with project management responsibilities for visible and complex environmental projects. Potential projects include critical lands, regulations, wetland protection, resource management, and water shed planning. Extensive citizen involvement experience and demonstrated project management skills required. This position requires a Master's degree in planning or a related natural resources field and three years experience in environmental planning or resource management. Call (206) 786-5480 for application materials (Thurston Regional Planning Council, Olympia, WA). Salary Range for 1990: \$2,381 (step 1) to \$3,213 (step 10) monthly (1991) adjustment expected. Starting salary depending on qualifications. Application closing date: January 2, 1991. Equal Opportunity Employer.

## GENERAL OFFICE CLERK

TECHNICAL SERVICES  
PORTLAND CENTER FOR THE  
PERFORMING ARTS  
\$8.31/hour full time

We're looking for a person with good clerical, reception and payroll skills to work at the New Theatre Building in downtown Portland.

You must have a HS diploma or GED, business school preferred. 3 years office experience with reception. Familiar with computer data entry and word processing. Payroll experience. 60 wpm. 10 key.

Applications available to residents of the First Opportunity Target Area: Banfield Freeway on the South NE 42nd Ave on the East. N. Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North.

APPLY IN PERSON: December 4 - 18 at Memorial Coliseum General Offices. Call our JobLine 230-6711 for other job information.

## Development Director

Development Director Position available, the McKenzie River Gathering Foundation, an Oregon progressive social change foundation. Experience with non-profit and social change issues required, to apply for this Portland based position. Salary ranges from \$21,000 to \$23,000 with Health and Dental Insurance. Equal Opportunity/Affirmative Action Employer. Call 233-0271 for job application.

## EXECUTIVE DIRECTOR

Executive Director for The Oregon Consortium, a 27-county federally funded employment and training (JTPA) program based in Albany. Responsible for strategic planning, coordination and program delivery for nine comprehensive programs to deliver services to economically disadvantaged and dislocated workers; works with 31-member volunteer board, commissioners, state agencies, legislature. \$42,000-50,000. Call 1-800-452-4110 or 928-0241 to request application information. Closes 12/12

EEO/AA EMPLOYER

## HELP WANTED

Secretary for private, non-profit organization. Phone, walk-in reception plus other office duties. Good communication skills, valid drivers license, experience with word processing and database required. 38 hours/week; \$8/hr plus health and pension plan. Job description and application materials available at Southeast Uplift Neighborhood Program, 3534 SE Main. Deadline for resume and completed application: Friday, Dec. 7, 1990, 5:00 p.m. Minorities encouraged to apply.

## SCHOLARSHIPS, FELLOWSHIPS, GRANTS Ed's Services Box 3006 Boston, Ma 02130

## UNSECURED LOANS AND CASH GRANTS

TO \$50,000. No collateral, No Co-signers. Bad Credit and Bankruptcies OKAY.  
(1-800) 621-0770 Ext. 31

## 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



## CUSTOMER SERVICE REPRESENTATIVE 1

Blue Cross and Blue Shield is currently accepting applications for full time Customer Service Representatives. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form involving an in depth knowledge of all aspect of BCBSO. This position involves the ability to work autonomously in a fast-paced environment, and applicants must have demonstrated excellent attendance in previous employment. Other requirements include:

- \* 1 year work experience in customer relations (within the last 2 years, preferably insurance-related)
- \* Medical/dental terminology familiarity
- \* Strong problem solving skills
- \* CRT experience & the ability to type 30 wpm
- \* Good math skills

Blue Cross and Blue Shield Of Oregon offers an excel employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #485 at the top of your resume or in your cover letter, or you may apply in person btwn 9am-4pm M-F

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



## INSURANCE HUMAN RESOURCES TECHNICIAN

Blue Cross and Blue Shield of Oregon is currently seeking a full time employee to enter absence and overtime information, distribute payroll, conduct quarterly payroll audits and provide administration support to the benefits/compensation area of the human resources department.

Required skills include:

- \* 50wpm typing, 10 key by touch, alpha/numeric and data entry skills and 1-2 years office clerical experience.

Preferred experience includes on-line data entry on an HRIS system and absence and overtime calculations.

Blue Cross and Blue Shield Of Oregon offers an excel employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #491 at the top of your resume or in your cover letter, or you may apply in person btwn 9am-4pm M-F

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



## RFI ADVERTISEMENT

### Modeling System for Simulating Solid Waste Generation, Transport, and Delivery

The Metropolitan Service District (Metro) is requesting information from qualified sources about analytical approaches for computer simulation of the regional solid waste system. The information will be used during the preparation of a subsequent Request for Proposals. Metro is primarily seeking information on the following: (1) appropriate statistical models for predicting waste generation within local geographic zones, (2) models for transport mode and facility selection, (3) assignment models for simulation and optimization of waste transport and delivery, (4) software applications that could be used for model integration.

A copy of the Request for information may be obtained by contacting the Solid Waste Department, Metropolitan Service District, 2000 S.W. First Avenue, Portland, Oregon, 97201-5398. Responses should be received by 3:00 p.m. PST, Friday, December 21, 1990. Questions concerning this project should be directed to Dr. Terry D. Petersen (503) 221-1646.

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