

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## City Of West Linn Engineering Technician II \$1664 to \$2163/mo (DOQ)

Performs engineering work of a technical nature, which may include surveying, drafting, blueprinting with emphasis on inspection of construction projects. Inspects wide range of construction and improvement projects for conformance to plans and City ordinances. Minimum qualifications are graduation from high school or completion of GED certification. Requires three years progressively responsible experience conducting construction inspections. Minimum one year experience in drafting, surveying and engineering. Course work in Civil Engineering Technology equal to 45 credits desirable. Skill required in reading and interpreting of plans and specifications and working effectively with contractors and general public. Must possess valid Oregon driver's license at time of appointment. Is required to submit to pre-employment drug screen. West Linn applications must be postmarked by February 25, 1991, 22825 Willamette Dr, West Linn, OR 97068, (503) 657-0331. EEO.

## Personnel Analyst \$2746-\$3680 Monthly

The Department of Transportation seeks highly motivated applicants for an exciting position in Salem., If you have six years of professional level personnel experience you should apply. (A bachelor's degree in Personnel Management, Industrial Relations, Industrial Engineering, Business, Management, Public Administration, or a closely related field may be substituted for three years of the required experience.) Your experience should include analysis, research development and recommendations to personnel management problems. This position will provide comprehensive human resource management services to approximately 750 employees in an assigned geographic area. To apply, contact ODOT Personnel at (503) 378-6281 for an announcement and application. Application and test answers must be returned by 5:00 p.m., February 22, 1991. AA/EEO EMPLOYER

## Medical Transcriptionist

Seeks a medical transcriptionist to type medical, personal assessments and progress notes. Knowledge of medical terminology desirable. Must be hard working, flexible, and willing to take on added responsibilities on short notice. Must be familiar with Word Perfect 4.2, 5.0 type 60 wpm work independently, maintain medical appointments, pharmacy and laboratory records. Must have 1 year transcriptionist experience.

Resume to: Rodney R. Harry, Personnel Officer  
North/Northeast Community Mental Health, Inc.  
4950 N.E. MLK Jr. Blvd.  
Portland, OR 97211  
Closing: February 15, 1991

## Region Project Development Engineer

\$3172-\$4470 Monthly

Oregon State Highway Division seeks highly motivated applicants for an exciting position in Salem. This position is responsible for policy, budget, schedule, personnel, workload management, and developing strategies for carrying out the Region's Business Plans. If you have three years of management experience in the development of program policies, long and short range plans, program evaluation, and budget preparation you should apply. A professional engineer registration or five years experience in the management of engineering activities is required. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m., March 1, 1991. AA/EEO EMPLOYER

## COUNSELING

### Counselor-III Alpha House

\$1232-\$1350 per mo. + benefits.

CODA Inc seeks Counselor III for Alpha House Adult Residential Treatment Program to provide diagnosis and treatment to clients, conduct individual, group and family counseling, coordinate therapeutic activities, maintain client records, monitor milieu. Shift varies, but typically works Sun thru Thurs. To qualify: Bachelors degree in health services, psych or related field, and at least 2 yrs human services exp are required. Residential treatment exp & strong communication skills preferred. Applicant must be certified/certifiable in CPR.

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.

## Property Management Coordinator

\$1762-\$2344 Monthly

Oregon State Highway Division seeks highly motivated applicants for an exciting position in Salem. This position is responsible to prepare, execute, and monitor land sales contracts; maintain accounts receivable; and process grants and indentures. Requires two years of experience performing administrative or executive support duties such as data collection and analysis, interpretation of laws or rules, or evaluation of projects or operations. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m. February 22, 1991. AA/EEO EMPLOYER

## Schools and Training Video Internship Opportunity

The video and film industry has been targeted by the state of Oregon as a growth area for decades to come. PCC's video production internship program can launch highly-motivated people on an exciting career. A few openings remain in this three-term program at Sylvania Campus. Portland Community College, 244-6111, ext. 4276.

## Ushers

Portland Center for the Performing Arts  
\$5.15/hour. Part time. Minimum 4 hour shifts  
We're looking for presentable, dependable people to greet patrons, assist with seating, enforce facility rules. Occasional shifts, primarily evenings, weekends and holidays: day availability helpful.

18 or older. Standing for 4 hour shift. Minimum one year experience dealing directly with the general public in a high volume situation. You must be well groomed, dependable, courteous. You will be required to become CPR certified, wear a uniform and join the union (IATSE) within 30 days of hire.

Applications available to residents of the First Opportunity Target Area, February 7-20, 9 am - 5 pm, Personnel Office, Memorial Coliseum, 1401 N. Wheeler, Portland. Boundaries of the Target Area are: Banfield Fwy. South; NE 42nd Ave. East; N Columbia Blvd., North; N Chautauqua including Columbia Villa, West.

For other job information call Job Line 230-6711. An Equal Opportunity/Affirmative Action Employer.

## Region Engineering Manager \$3172-\$4470 Monthly

Oregon State Highway Division seeks highly motivated applicants for a challenging position in Portland. This position is responsible for the management of an Engineering Unit and its programs. This includes policy, budget, schedule, personnel, workload management, and developing strategies for carrying out the Region's Business Plans. If you have three years of management experience in the development of program policies, long and short range plans, program evaluation, and budget preparation, you should apply. A professional engineer registration is required. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m., March 1, 1991. AA/EEO EMPLOYER

## Transportation Analyst \$2153-\$2889 Monthly

The Department of Transportation seeks applicants to fill a position in Salem. This position assists the Plan Manager to coordinate and implement the Oregon Transportation Plan. Interpret, review and check information, develop reports, coordinate consultant contracts, and coordinate advisory committees. If you have three years experience coordinating parts of a project or program, you should apply. A Bachelor's degree in Business Administration, Management, Public Administration, or a field directly related to the position will substitute for two years of the required experience. To apply, contact ODOT Personnel at (503) 378-6281 for an announcement packet. For specific information regarding the job, contact David Bishop at (503) 373-1279. We are an AA/EEO Employer.

## Electrical Designer \$2153-\$2889 Monthly

The Oregon Department of Transportation seeks applicants for a current opening in Salem. Designs electrical power and control systems, corrosion protection systems, and instrumentation systems for highway related structures or facilities. Requires a Bachelor's degree in electrical engineering, AND one year of professional experience in electrical engineering; OR four years of experience in electrical engineering. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Application and test answers must be returned by 5:00 p.m., February 25, 1991. AA/EEO EMPLOYER

## Alcohol & Drug Program Openings

Women's non-profit treatment program for poor pregnant women and women with children seeks to fill the following positions:

\* Alcohol & Drug Residential Care Coordinators: Seek several full & part time Residential Coordinators. Duties include coordinating resident activities, menu preparation, facility maintenance, some child care & transportation of clients. Creative, enthusiastic individuals who can respond appropriately to clients in various situations are encouraged to apply. Starting salary: \$11,024/yr (full time); increases to \$12,064 after 3 months satisfactory trial period.

\* Alcohol & Drug Treatment Counselors: Full & part time positions available to provide services including group & individual therapy sessions, educational sessions & client intake assessments. Qualifications include demonstrated skills in the above mentioned areas. Salary: \$15,750/yr(full time); increases to \$17,250 after 3 months trial period.

Alcohol & Drug Secretary/Receptionist: Full time (40 hrs/wk)  
Secretary/Receptionist to perform such tasks as answering busy phones, typing, copying & record keeping. Qualifications include demonstrated skills in the above mentioned areas including excellent written & oral communication skills. Starting salary: \$12,604/yr; increase to \$13,790 after 3 months satisfactory trial period.

Request application packet from: Ecumenical Ministries of Oregon, 0245 SW Bancroft, Suite B, Portland, OR 97201, (503) 221-1054. DO NOT SEND RESUMES. Positions may close any time after February 20th. Equal Opportunity Employer.

## Lane Community College Department Chair/Flight Technology Dept.

Closing: February 15, 1991

Applications and job descriptions are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97405. 1-503-726-2211. LCC application must be postmarked no later than deadline date.

An Affirmative Action/Equal Opportunity Institution.

## DATA PROCESSING

### Customer Support Analyst I

Liaison between the customer and the Management Information Services Department for assigned applications with particular emphasis on planning. Starts \$10.83/hr. Applications accepted until 5pm, 2/27/91

Requires:  
Experience as a customer of data processing services or technical experience in data processing or combination. Evidence of completion of formal training in data processing (50 classroom hours) or equivalent job-related experience. Valid driver's license and a vehicle available for use as needed.

Required MESD applications can be obtained in person at MESD's recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a self-addressed, stamped envelope to Multnomah Education Service District, Attn: Recruitment Office, P.O. Box 301029, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free work Environment.

## 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.



## Employment Specialist

### NORTHWEST NATURAL GAS COMPANY

Seeks talented candidates for a critical position in the Human Resources Department at our downtown Portland location. This people-oriented position requires demonstrated training/background in interviewing, selection and recruitment skills.

Training/experience in EEO/AAP is desired. Ideal candidates will have a history of working successfully in a fast-paced and multiple-task work environment requiring strong record-keeping and documentation skills. Excellent verbal/written communication skills required.

Strong PC/word processing skills desired; spreadsheet and data base skills will be a plus. Excellent benefit package.

Please respond with your salary history/requirements and a resume identifying this position by February 20, 1991:

Northwest Natural Gas Company  
P.O. Box 3410  
Portland, Oregon 97208-3410  
FAX (503) 721-2506  
An Equal Opportunity Employer  
JOB INFORMATION LINE - 503/220-2434

## Secretary

### NORTHWEST NATURAL GAS COMPANY

An immediate opening is available in the Human Resources Department at our downtown Portland location. Ideal candidate will have a history of working successfully in a fast-paced and multiple-task work environment requiring a high degree of accuracy. Customer-oriented background and attitude will be necessary in this position. Background in employment-related functions will be a plus.

A minimum of 3 years secretarial background will be preferred, including strong PC/word processing skills; ideally using an IBM PC, WordPerfect 5.1 desired. Spreadsheet and data base skills are desired.

Starting salary range is \$1676 to \$1780/month and includes a full benefit package. Only those selected to be interviewed will be contacted.

Please send a resume identifying this position.

Northwest Natural Gas Company  
P.O. Box 3410  
Portland, Oregon 97208-3410  
FAX (503) 721-2506  
An Equal Opportunity Employer  
JOB INFORMATION LINE - 503/220-2434

Health physics-radiation specialist, Oregon State University. BS plus two years experience OR three years exp. Competitive salary and benefits. Call (503) 737-2227 for info and application. Closes 2/25/91. AA/EEO

## 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.

### MENTAL HEALTH NURSES

Full-time & part-time positions in expanding mental health agency serving north central 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 & Amps w/prescriptive authority and exp. working w/disabled mentally ill adults.

### PSYCHIATRIST

Full-time & part-time positions available in expanding community mental health agency serving north central King Co., WA (Seattle). Opportunities to work w/multi-disciplinary teams providing community support, crisis intervention & psychosocial rehab. Min req. WA State license, exp. working w/disabled mentally ill adults.

### CHILD & FAMILY PROGRAM MANAGER

F/T position responsible for program which provides outpatient and day tx services for S.E.D. children & their families. Includes clinical, administrative, consultation & education activities. Previous exp. working with children, youth & families in a variety of settings is preferred. Salary: \$27,437 - 33,215. Min. Req.: Master's degree & supervisory exp., must qualify as child M.H. Specialist.

### CRISIS WORKER - CIS (Wallingford area)

Crisis walk-in & outreach prog. for mentally ill adults. Day, eve, & wk-end hrs. Salary \$21,500 - 27,500. BA, exp. in acute care. Exp. working with chem. abuser pref.

### MICA CASE MANAGER - (Wallingford)

Day tx case mgr, member of a team providing case mgmt, groups, socialization & skill development for mentally ill substance abusing adults. min req: BA. Pref. exp. working w/both mentally ill & substance abusing pop. Salary: \$21,500 - 27,500.

### CASE MANAGERS - CASE MGMT TEAM (north Seattle).

Case mgr & supervisor positions (10) available on new case mgmt team being developed in north King County. This multi-disciplinary team will provide assessment service planning, case mgmt, crisis intervention & support to mentally ill adults. Min. req for case mgr positions: AA + 3 yrs. relevant exp. (\$21,500 - 27,500). Supervisor positions: MHP qualified & supv. exp. (\$25,500 - 31,500). Prior exp. working w/mentally ill persons w/special needs is highly desired.

### RELIEF COOK

Saturday - Monday, 10 hours per day. Some institutional cooking exp. or completed institutional coursework. Position is unique in downtown residential tx center for the homeless mentally ill.

### CRISIS BED CLINICIAN - 3 POSITIONS

Unique opportunity to be involved in the start-up of an 8-bed crisis respite program that will serve the Seattle area. Will include start-up of small 3-bed facility and service to some scatter site beds. Prefer combination of residential and crisis intervention exp. Must have BA + exp. w/mentally ill adults, or AA + 5 yrs. exp. Salary: \$21,500 - 27,500.

### MAINTENANCE/REPAIR

Full-time maintenance person needed for a fast-growing, non-profit mental health agency. \$8.75/hr plus excellent benefit pkg. carpentry/electrical/plumbing/vehicle exp. desired. Send resumes w/references to: CPC, 401 Second Ave.W., Suite 400, Seattle, Wash. 98119. EOE.

## 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 classes will begin Feb. 4, 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 #499 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  
Tdd #225-6780

Equal Opportunity Employer



## 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  
\*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 #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  
TDD #225-6780

