

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

DATA PROCESSING

DEVELOPMENT CENTER ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting application for the position of Development Center analyst in our Systems & Programming Dept. The successful candidate will:

- *Train students and programming staff
- *Develop, present, and maintain systems training for technical programming staff
- *Participate in projects to study, analyze and document systems development process, tools, methods and procedures

Qualified candidates will have 2 yrs experience training systems professionals to include: training development and presentation, specifically in structured analysis, systems development and maintenance project management, and project life cycles. Experience in a large IBM mainframe environment utilizing MVS and TSO is required. Excellent written and oral communication skills are required. Health insurance industry experience is desired. A degree in computer science is highly desirable. (experience may be substituted for the degree).

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 #053 at the top of your resume or in your cover letter. Send resume to:

Blue Cross
Blue Shield
Human Resources Dept., 5th Flr.
100 S.W. Market
Portland, OR 97201
TDD #225-6780
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 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 April 29, 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 #056 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
Equal Opportunity Employer
Tdd #225-6780



EMPLOYMENT CITY OF PORTLAND

Legal Secretary (Part-time/Job Share) - \$12.45 / hr
Parks Designer (Architect) - \$13662 / yr

For more info/closing dates call (503) 823-4573 (24 hr job information)

No resumes please
BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, OR 97204
also available at:
URBAN LEAGUE
10 N Russell



Minorities, females, and disabled encouraged to apply.

EXECUTIVE SERVICES SECRETARY

Executive Services Division
Oregon State Bar

Position acts as division secretary and provides office assistant support for the Executive Services Division staff, with an emphasis on coordinating division services to other departments, and various bar boards, committees and sections. Position will assist other personnel to conduct judicial polls for the bar and elections for board of governors and ABA positions. Also performs secretarial work for other division staff. Position composes and types a wide variety of correspondence and reports requiring detailed knowledge of division functions and procedures. Position handles confidential and sensitive materials on a recurring basis. Handles routine administrative matters as assigned by the division director. Requires strong knowledge of WordPerfect and personal computer systems. Candidates should also have strong office organization skills, excellent interpersonal, communication and conflict management skills. Credentials an experience needed include high school diploma or equivalent certification, three years of progressively responsible secretarial experience, preferably in legal environment.

Salary Range starts at: \$1,518 per month with Excellent Benefits.

Apply immediately - send resume with a cover letter to Personnel Officer, Oregon State Bar, Attn: ESS, 5200 S.W. Meadows Road, Lake Oswego, Or. 97035. Deadline for application is April 5, 1991.

Equal Opportunity Employer

PORT OF PORTLAND
Box 3529
Portland, OR 97208

For additional information, call the Port's Job Hot Line. (503) 731-7480.

The Port is an Equal Opportunity Employer.

Lane County

EMPLOYMENT SPECIALIST I, (2 POSITIONS), \$10.94/hour

To provide job development and marketing skills for the Family. Support Act & non-English speaking homeless projects with the Southern Willamette Private Industry Council. Requires equivalent to Bachelors degree in social services, business or public administration and 1 year of professional employment training experience. Applicants who speak, read & write Spanish are encouraged to apply. For required application contact Lane County Human Resources, 125 E. 8th Avenue, Eugene, Or 97401. Applications will be accepted 03/27/91. EOE

PURCHASING

MEAT/DELI BUYER

West Coast Grocery Company is accepting resumes from candidates qualified for the position of DELI/MEAT BUYER. Retail meat and/or buying with whole-sale experience and marketing, excellent time management and negotiation skills. Highly skilled clerical ability, 10-key and personal computer proficiency required. Must be a team player with excellent communication and rapport-building skills. This is a full-time position with medical, dental and profit sharing benefits. Salary commensurate with experience. Qualified candidates should submit a resume with career references to: West Coast Grocery Company, P.O. Box 12909, Salem, OR 97309, or fill out an application on second floor, 3601 State Street, Salem, OR

Equal Opportunity Employer
M/F/H

ALCOHOL & DRUG SPECIALIST

for senior citizen peer counseling program. Requires abilities, skills &/or demonstrated experience in curriculum development, development & co-facilitation of alcohol & drug support groups, & experience working with a multidisciplinary team. Education & experience required in alcohol & drug counseling; exper in working with older adults highly desirable. Half time position., request application & position information from: Ecumenical Ministries of Oregon, 0245 SW Bancroft, Suite B, Portland, OR 97201. (503) 221-1054. Please do not send resumes. Position may close any time after 4/5/91.

JANITORIAL

BUILDING MAINTENANCE JOBS JOBS JOBS JOBS JOBS

\$\$\$\$\$\$\$ 6.90/HR \$\$\$\$\$\$\$\$

UNION BENEFITS FOR PERSONS WITH DISABILITIES

INCLUDING STROKE, ALCOHOL & DRUG AND LEARNING DISABLED

EXPERIENCE NOT NECESSARY, DESIRE PERSONS WHO ARE MOTIVATED WILLING TO LEARN.

TRAINING AVAILABLE

CALL SHERRI JONES AT 777-2215
PORTLAND HABILITATION CENTER

Bookkeeper

Immediate opening for full charge bookkeeper to work in a non-profit organization. Will be responsible for month-end closing, preparation of monthly financial statements on a computerized system. Must be able to reconcile general ledger, maintain subsidiary records. Prepare payroll, tax report, and benefit payments, etc.

Minimum qualifications: A.A. degree in accounting, plus three years bookkeeping experience. Be familiar with lotus 123 and main frame computer software.

Comprehensive salary & benefits. Resume to:

Rodney R. Harry, Personnel Officer
N/NE Community Mental Health, Inc.
4950 N.E. Martin Luther King Blvd.
Portland, OR 97211

Closing: March 22, 1991

Minorities Encouraged to Apply EOE

HOMEWORKERS NEEDED

Earn up to \$339.84 per week assembling our products at home.

Amazing 24 hour recorded message reveals details. Call today (206)742-1570 or (206)298-5543 Dept. 489

ACCOUNTING

Tax Accountant

Hyster Company, an international manufacturer of material handling equipment, has an immediate opening for a tax accountant in its world headquarters located in the Montgomery Park building. Major responsibilities will include preparation of State Tax returns and deposits, preparation of tax schedules, - Federal and State coordination of tax basis fixed asset accounting and basic research on Federal and State tax issues. Qualifications should include 1-2 years tax experience in an industry environment or CPA firm. Degree in Accounting. Lotus 123 or Symphony skills.

We offer a competitive salary with a broad range of company paid benefits. Hyster Company is a smoke free work environment.

Interested applicants should send resumes with salary history and references before 5:00 pm, April 5, 1991 to:

Hyster Company
Human Resources Department
P.O. Box 2902
Portland, OR 97208
An Equal Opportunity Employer

FIREFIGHTER/EMT

TUALATIN VALLEY FIRE AND RESCUE CIVIL SERVICE COMMISSION/CITY OF BEAVERTON, announces an examination for Firefighter/EMT. Applicants must: have high school diploma, GED or equivalent; be 18 years of age; hold current valid drivers license; be currently certified by the State of Oregon as an EMT III or EMT IV. Application forms may be obtained from Tualatin Valley Fire and Rescue at 20665 SW Blanton St., Aloha, OR 97007. Completed applications should be filed with the Civil Service Secretary at that address. Last filing date April 12, 1991 accepting the first 1380 qualified applicants.

FIREFIGHTER

TUALATIN VALLEY FIRE AND RESCUE CIVIL SERVICE COMMISSION/CITY OF BEAVERTON, announces an examination for Firefighter. Applicants must: have high school diploma, GED or equivalent; be 18 years of age; hold current valid drivers license. Application forms may be obtained from Tualatin Valley Fire and Rescue at 20665 SW Blanton St., Aloha OR 97007. Completed applications should be filed with the Civil Service Secretary at that address. Last filing date April 12, 1991 accepting the first 1380 qualified applicants.

MALE, 59 195 lbs., "separated", lonely intellectual likes conversation. Follow current events would like female or male friend (I am not gay). Smoke and socially drink. Portland and Vancouver area. P.O. box 621 Washougal, WA 98671.

ASSOCIATE ACCOUNTANT

The Portland Development Commission has an immediate opening for an efficient, detail-oriented, highly motivated

Associate Accountant. Preferred candidate will have 3-5 years of progressively responsible experience in a computerized environment; extensive experience in accounting; 10-key by touch, good communication and interpersonal skills and have good spreadsheet/wordprocessing skills. The preferred candidate will have knowledge and experience with grant accounts receivable billing and reporting, loan report writing, loan and accounting records maintenance; general ledger and bank reconciliation.

Beginning salary \$1,956/month. Application closing date: April 19, 1991. For complete job description and application packet, please call 823-3463 or contact:

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

An Affirmative Action/Equal Opportunity Employer

RESIDENTIAL PROGRAMS SPECIALIST

\$2,701 - \$3,278 / mo.

Two-year associate degree in energy management or three years of residential energy management program experience coordinating, planning and/or implementing programs, or equivalent combination of education and experience.

Demonstrated energy management programs planning and implementation skills. Experience or training in residential energy management or related field. Three years training, education or experience in planning or implementing residential energy management programs or equivalent combination of education or experience in residential energy management or related field.

For information contact:

Eugene Water & Electric Board
P.O. Box 10148, 500 E. 4th Avenue
Eugene, OR 97440-2148
(503) 484-2411 et., 3012

Position closes: April 8, 1991 - 5:00 p.m.
EQUAL OPPORTUNITY EMPLOYER

Japanese Auto Repair
Engines, clutches,
brakes quality work
lower prices. Towing
available 9am - 5pm
Mon-Sat 284-4190

MENTAL HEALTH

Program Coordinator for adolescent day treatment facility serving SED youth with special education needs. MSW or master's degree in related field required and 2 years supervisory experience. Send resume by 3/25/91 to:

Tio Nick's
7025 N. Lombard
Portland, OR 97203
Attn: Director

EMPLOYMENT OPPORTUNITIES

Multnomah County

APPRAISAL SPECIALIST - \$11.14 per hour; performs technical analysis, research and accounting functions in the valuation of assessable real and personal property for ad valorem tax purposes; apply by April 5, 1991.

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.

PORTLAND COMMUNITY COLLEGE

Associate Vice President/Controller Job #31-90/91 (P)

Bachelor's degree in Accounting or related field is required. Master's degree in business Administration with an emphasis in Finance is preferred. Must be a Certified Public accountant in the State of Oregon or eligible for Oregon Certification. Five years of progressively responsible experience in financial management is required. Knowledge, ability and/or experience in developing and maintaining computerized accounting and financial reporting systems required. Experience and/or in-depth knowledge in post secondary education financial management and fund accounting preferred. Demonstrated experience with organization, supervisory and communication services in financial operations. The Associate Vice President/Controller is the Chief Financial Control officer of the college and is responsible for the centralized financial and managerial functions related to financial control and reports directly to the Vice president for Administrative Services. Job closes April 29, 1991. Contact Staff Employment, Ross Island Center, 049 SW Porter, Room A-1. Call (503) 273-2823 for amended office hours and/or an application packet. An Affirmative Action Equal Opportunity Employer.

Office Clerk

City of Milwaukie, Oregon, Salary: \$1292-\$1570/mo, DOQ, plus excellent benefit package. We are seeking a responsible person to act as the first contact for walk in and telephone traffic at City Hall. Secondary responsibilities include typing, cashiering, filing, and recordkeeping. REQUIRES: two years prior work experience directly involving typing, receptionist work, cashiering, public contact and recordkeeping. Examination will consist of supplemental questionnaire, telephone interview, and oral board. Applications can be obtained at the Personnel office, 10722 SE Main Street, Milwaukie, OR 97222. Phone 659-5171, Fax #652-4433. Application packet must be in our office by 4 p.m., Monday, April 1. Resumes will not be accepted. EEO.

COUNSELING

Part Time Counselor

Assistant New Direction

Starting Salary \$6.40-\$6.70 Hr plus benefits. CODA Inc. seeks counselor assistant at New Directions. Transitional treatment Facility. Position is responsible for supervision of facility and resident clients. Duties include supervising client activities, responding to crisis, conducting safety checks, facilitating one group, planning menus and shopping, supervising UA, assisting in house maintenance. Position works 10am-12 midnight both Saturday & Sunday and 12:30-5pm Wednesday (32.5 hrs week). To qualify: at least 1 year experience in drug treatment, good judgement and interaction skills required. Residential treatment experience preferred. 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.

COUNSELING

COUNSELOR II ENTRY

LEVEL ALPHA HOUSE

Starting salary \$1109-\$1300 month plus benefits.

CODA Inc seeks Counselor II in ALPHA House Adult residential Treatment Program to diagnosis and treat 2-3 clients, monitor and document client behavior, maintain client records, assist with food stamp documentation, assist with menu planning and shopping, provide occasional overnight or swing shift coverage. Typical work week is Wed-Sun 8am-4pm. To qualify associates degree in health services or related discipline or CCDC certification and at least 1 year supervised human services experience required. Applicant must be bondable, certified, certifiable in CPR, possess valid ODL and be insurable for liability.

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.

TRANSPORTATION ENGINEER I

Foundation Designer \$2153-\$2889 Monthly

Oregon State Highway Division seeks applicants for a position in Salem. This person will perform geotechnical engineering of routine projects and prepare foundation design recommendations for the Bridge Section geotechnical unit. Requires a bachelor's degree in civil or transportation-related engineering and an EIT; AND one year of experience in the practice of transportation engineering; OR four years of engineering experience; one of the four years must have been performing professional level engineering duties. 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., April 15, 1991.

Director of Social Services

Experienced manager of programs for youth, families, women, or children. Masters +3 years exp. Resume: VOA-Residential Services, 537 S.E. Alder, Portland, OR 97214 Equal Opportunity Employer

Holladay Park Medical Center



1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

NOTICE OF INTENT

The Oregon Department of Transportation, Highway Division, is seeking a consultant to develop a Scope of Work for a Corridor Environmental Impact Statement on the Mt. Hood Highway between Rhododendron and Highway 35 in Clackamas County, Oregon. The Division proposes to engage the consultant on a time and material basis. The Highway Division Region 1 office in Milwaukie, Oregon, will administer the contract.

If you are interested in being considered, a Request for Qualifications can be obtained by contacting William Ciz, Project Team Manager, region 1, 9002 S.E. McLoughlin Boulevard, Milwaukie, Oregon 97222, telephone (503)653-3240.

Eight copies of the consultant's response to the Request for Qualifications are due by 12 p.m. (noon), March 29, 1991, and should be mailed or delivered to William Ciz, Project Team Manager at the above referenced address.



CAREFREE VINYL HOMES

VINYL SIDING SALE

40% OFF REG. PRICE

3 COLORS ONLY, IVORY - BEIGE - WHITE

while supplies last. Installed by our experts

Financing Available

283-0348 or (206) 693-9970

Holladay Park Medical Center



1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

NOTICE OF INTENT

The Oregon Department of Transportation, Highway Division, is seeking a consultant to develop a Scope of Work for a Corridor Environmental Impact Statement on the Mt. Hood Highway between Rhododendron and Highway 35 in Clackamas County, Oregon. The Division proposes to engage the consultant on a time and material basis. The Highway Division Region 1 office in Milwaukie, Oregon, will administer the contract.

If you are interested in being considered, a Request for Qualifications can be obtained by contacting William Ciz, Project Team Manager, region 1, 9002 S.E. McLoughlin Boulevard, Milwaukie, Oregon 97222, telephone (503)653-3240.

Eight copies of the consultant's response to the Request for Qualifications are due by 12 p.m. (noon), March 29, 1991, and should be mailed or delivered to William Ciz, Project Team Manager at the above referenced address.