# CLASSIFIEDS

**Advertising Employment Bids/Sub-Bids** 

#### Regional Business Development Officer

(Princ. Exec./Mgr. F) \$42,060 - \$59,184 Annual Salary

This is an Executive Service position with the Business Development Division of the Economic Development Department. The position is located in Eugene.

The purpose of this position is to link the Mid-Willamette Valley region of the State (Lane, Benton, Linn, Marion, Polk, and Yamhill counties) with available business opportunities through the resources of the Department.

This recruitment closes on November 18, 1991. To obtain recruiting announcement call or write:

**Economic Development** Department Human Resources Office 775 Summer St. NE Salem, OR 97310 (503) 378-6324 (503) 581-5115 (Fax)

OEDD is an AA/EEO employer and complies with Section 504 of the Rehab. Act of 1973.

Counselor

#### **Residential Treatment** Counselor

Help troubled teens succeed in life! Our residential treatment facility helps adolescents overcome chemical dependency, delinquent acting out and emotional disturbances. We train for effectiveness and expect positive results. We care about the girls we serve and accept only the best to staff our programs.

Pay starts at \$842-\$1038/month depending on education, experience and skills. A&D background preferred. Merit pay system offers opportunity to increase wages biannually. Good health plan and other benefits. We hire for full-time and part-time counselors for afternoon-evening shifts, night duty (nights pay an extra 10% premium and relief.

Application kits (NO RESUMES) are available at Rosemont School, Inc. 597 N. Dekum, Portland, OR 97217 (503) 283-2205. Equal Opportunity Employer

#### Operations Technician

Opening for qualified Operations Technician to assist in daily maintenance operations of Tualatin Valley Fire and Rescue's Regional Training Center in Tualatin. Coordinates with construction and repair personnel on site; assists in design, installation and maintenance of training props., and assures all activities at Center are conducted safely. Requires 2 years of responsible experience in facilities maintenance tasks, including carpentry, construction, reading blueprints. Graduation from high school required. Some experience in project management desirable. Full range of employerpaid benefits. Salary range \$1749-\$2449/mo. Closing date: Fri, November 8, 4:30pm. Interested candidates may submit a District application to Tualatin Valley Fire and Rescue, Human Resources Division, 20665 SW Blanton Street, Aloha, OR 97007.

#### Scalehouse Clerk Solid Waste Department \$8.38 - \$11.79/hr.

Class No.013-1191-SW METRO is recruiting for the position of Scalehouse Clerk to perform manual and clerical duties associated with solid waste collection, including; estimating load volumes, accepting and receipting cash, preparing deposits, collecting data and preparing reports, and operating a computerized weighing system. Requires education and/or experience equivalent to high school diploma or GED and one year experience in a position involving heavy public contact. Position closes 5:00 p.m., Thursday, November 14, 1991. Applications and supplemental requirements available from:

Metro Personnel Office 2000 S. W. First Ave. Portland, Oregon 97201 Resumes not accepted EEO/AA Employer

### Personnel Officer 1

\$1947 - \$2614 The Oregon Department of Forestry currently has an opening in Salem for a Personnel Officer 1. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Personnel Officer 1 provides direction and assistance to agency management, employees, and the public in areas of recruitment and selection; monitors and reports on the affirmative action plan and coordinates the office support functions of the section; molds the specific duties of this position and the office support functions into a cohesive program which complements the other functions of the section. Qualifications are: two years of technical-level personnel experience involving employee relations, classification, compensation, recruitment, selection, testing, employee training, employee benefits, personnel rules interpretation, or labor contract administration; or a Bachelor's degree in Personnel Management, Industrial Relations, Industrial Engineering, Business Administration, Public Administration, or a closely related field.

Announcement closes December 3, 1991. contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR, 97310, (503) 378-2565 for job announcement, test questions, and applications.

Education

#### Director Of Admissions

Western States Chiropractic College is an independent accredited, first-professional degree granting institution, founded in Portland in 1907

The Director of Admissions is responsible for: 1) Development and implementation of recruitment and admissions strategies. 2) Collection and presentation of admissions related information to guide the development of admissions procedures and to assist in development of admissions policies; 3) Managing the admissions office and supervising admissions office staff.

Qualifications for the position in clude: 1) Bachelor's degree, Master's degree preferred. 2) Job experience in a college admissions office; additional employment in public and student service positions is valued; 3) Demonstrated success at a job with managerial responsibilities. 4) Excellent verbal skills, both oral and written. 5) Willingness to travel 6) A creative, energetic and positive approach to the job. The position will be filled as soon

Opportunity Employer. The compensation package is competitive. To ensure consideration, send resumes with a letter of application by November 22

as possible. Western States Chi-

ropractic College is an Equal

Dean of Student Services Western States Chiropractic College 2900 NE 132nd Avenue Portland, Oregon 97230

#### Part-Time Transit Operator

Salem Area Mass Transit District is now seeking qualified individuals to fill future part-time Transit Operator vacancies. Must be available for work five out of our six operating days (Monday through Saturday). No previous bus driving or large vehicle experience necessary to apply. We train. Wage is \$9.71 per hour. We promote our successful parttime operators to full-time positions as full-time positions become available. Pick up a detailed vacancy announcement which lists requirements and official application form at our Personnel Office at 3140 Del Webb Ave. N.E., Salem, Oregon 97303. Completed application form must be received by 5:00 p.m. on November 15, 1991. Equal Opportunity Employer.

#### **Brass Bed** Home Furnishings

Beautiful queen size head board, foot board and frame with firm orthopedic mattress set, \$375.00. Never used. Call at 784-4452.

#### **Educational Assistant,** (Male)

To assist in activities as planned and scheduled by the classroom teacher and which are required for male high school students. (Includes personal hygiene assistance and training)

REQUIRED: High school graduate. At least 18 years of age. Must be able to lift up to 60 pounds according to established procedures. Six months (or more) experience in a professional setting working with mentally retarded students or six months (or more) training in instructing mentally retarded students.

Appl. Deadline: 11/12/91 by 5 p.m. Call 257-1510 (24 hr job information) for salary. 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. To receive application materials by mail, please send a self-addressed, stamped envelope indicating position of interest to Multnomah Education Service District, Attn. Recruitment Office, PO Box 301039, Portland, Oregon 97230-9039. An Equal Opportunity Employer

& Drug Free Work Place.

#### Registered Nurses & Certified Nursing **Assistants**

Become part of an interdisciplinary team caring for persons and their families with life threatening illnesses in a fifteen bed, homelike setting that is staffed according to client needs. RN's needed for night shift and on-call (all shifts). CNA's needed all shifts, full-time, part-time and on-call. Benefits (for 20 hours a week or more) include one-party medical & dental, holidays, vacation, sick, personal leave, unemployment, disability insurance after six months, and life insurance (\$25,000) after one year.

Application packets available at: Ecumenical Ministries of Oregon Hopewell House 0245 SW Bancroft, Suite B

Portland, Oregon 97201 No Resumes Accepted Equal Opportunity employer

#### Check Us Out!

A.O. Smith Automotive Products Company is a leading supplier of structural components to the automotive industry. We currently have an exceptional career opportunity available at our Corydon, Indiana operation.

#### Welding & Robotics Technician

We are a state of the art automated welding and assembly operation who needs qualified and experienced Welding and Robotics Technicians. These positions require an Associates degree or equivalent in Welding or Welding Technology with 2 years experience in applications involving MIG,TIG, & STICK welding. Must be able to operate and program ESAB robots and have experience in determining quality welds through cross sectioning and other accepted techniques.

If you meet these qualifications and are interested in partcipating in a unique team atmosphere where your brains, education, desire and potential are appreciated. Please send your resume with salary

Human Resources Manager A.O. Smith 3301 Cline Street Corydon, IN 47112

Social Service/Domestic **Violence Agency** 

#### Night Case Manager Salary: \$13,200 per year Hours: 4:45 pm - 9:15 am every 3rd night plus meetings/

activities Send resume and cover letter to: Bradley - Angle House PO Box 14694 Portland, OR 97214 EEO/AA/Feminist Organization Closing Date 11/11/91

Assemblers: Excellent income to assemble products from your 504-646-1700 DEPT. home.

Health and Fitness Personalized MICRO-MED MEDICAL

I.D. Cards

At An Incredibly Low Price Our Free Brochure Contains Further Information 647 N.E. Morgan St. Portland, Oregon 97212

#### "Easy Work! Excellent Pay! Taking snapshots.

Send self-addressed stamped envelope to: Carollyn Smith, 647 N. E. Morgan St., Portland, Oregon 97212

#### Planning & Marketing Assistant

Salem Area Mass Transit District is looking for a person to assist in a variety of planning and marketing activities. Requires: Knowledge of principles and procedures of planning; knowledge of computer programs such as word processing, desktop publishing and statistics; some knowledge of research methodology and statistical techniques; ability to present material or research findings effectively, orally and in writing; valid Oregon driver's license. Starting annual wage is \$25,355. Contact our Personnel Department, 3140 Del Webb Ave. N.E., Salem, Oregon 97303, 588-2885, for a detailed vacancy announcement and application form. Applications must be received by November 15, 1991. Equal Opportunity Employer.

#### Sociology Ad

Sociologist to teach introductory sociology during January on Linfield College's Portland Campus. Masters and teaching experience required; PhD preferred. Send letter of application, CV, and three references to Dr. David Groff, Director of the Portland Campus, Linfield College, 2255 N. W. Northrup Portland, OR 97210. Screening begins November 11. Affirmative action equal opportunity employer.

#### Laboratory Technician

Full Time position for male in drug screening lab. Duties include sample collection, data management and analysis. Bachelors degree required. Salary \$1,100/ mo. plus benefits. Hiring based on applicant's technical knowledge and skill levels. Submit resume/application to Tasc of Oregon, 1733 NE 7th Ave, Portland, Oregon 97212. By Nov. 8th, 1991. EEO

#### Licensed Physical Therapy Assistant (Temporary)

(1991-92 School Year 4-6/hrs week)

Required: Must hold a license as a Physical Therapy Assistant as set forth by the Physical Therapy Licensing Board, State of Oregon. Have a valid driver's license and a vehicle available for use for on-the-iob.

Call 257-1510 (24 hr job information) for 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. To receive application materials by mail, please send a self-addressed, stamped envelope indication position of interest to Multnomah Education Service District, Attn. Recruitment Office. P O Box 301039, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

#### CARS FOR SALE

CHEAP! FBI/U.S. SEIZED
89 MERCEDES\$200
86 VW\$50
87 MERCEDES\$100
65 MUSTANG\$50
Choose from thousands starting
\$25

FREE 24 Hour Recording Reveals Details 801-379-2929 Copyright #OR147JC

#### Room For Rent 289-5445

\$175.00 mo. No Smokers, No Drinkers. Board & Room available. extra. Ministers Home.

#### **HELP WANTED**

\$40,000/yr! READ BOOKS and TV Scripts. Fill out simple "like/ don't like" form. EASY! Fun, relaxing at home, beach, vacations. Guaranteed paycheck. FREE 24 Hour Recording 801-379-2925 Copyright #OR147EB.

#### Registrar Lewis & Clark College

The Registrar, who reports to the Vice President for Academic Affairs, is responsible for all aspects of student registration and records, the implementation and maintenance of academic regulations, and the collection, analysis and reporting of data related to the academic operations of the college. The Registrar participates in the development of academic policy and works closely with faculty committees responsible for curriculum and academic standards. The Registrar supervises a professional and office staff of seven.

Perferred qualifications include an advanced degree, experience in working with management information systems, five or more years of related employment in higher education, strong supervisory skills and an excellent record of working well with students and faculty.

Letter of application, including a current resume and the names, addresses and telephone numbers of at least three professional references, should be submitted

Susan Resneck Parr Vice President for Academic Affairs and Dean of the College Lewis & Clark College 0615 SW Palatine Hill Road

Portland, Oregon 97219 The position is available immediately and will remain open until an appointment is made. However, for certain consideration, apply by November 15, 1991. Lewis & Clark College is an Affirmative Action/Equal Opportunity Employer and encourages the application of women and minority candidates.

#### Mental Health

Adult care giver for 3-11 Monday-Friday plus sleep over at 5 bed residential treatment facility for CMI people.

Salary \$14,000 plus generous benefits. Duties include household chores, cooking, keeping records and personal services to clients. Requires patience, QMHA preferred, experience with CMI population or closely related necessary. Position available before Thanks-

giving.

Resumes To: Virginia Jellison N/NE Mental Health Inc. 4950 NE Martin Luther King, Jr., Blvd Portland, Oregon 97211

Closing Date: November 08, 1991 Minorities Encouraged to Apply E-O-E

#### **Employment Hearings** Referee

These positions are with the Employment Division Hearings Section. The purpose of this recruitment is to establish a list of qualified applicants. There are currently two limited duration positions available located in Salem and Portland. This list will be used to fill the current vacancies. \$2,835 - \$3,779/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program.

TO QUALIFY... You must have a Bachelor's degree and two years of experience conducting administrative hearings of various cases involving the knowledge of multiple agency-specific statutes; or

two years of preparing written administrative decisions based on laws and regulations and one year of conducting contested case hearings of various cases involving the knowledge of multiple agency-specific statutes; OR

graduated from a accredited law school and one year of experience conducting contested case hearings or presentation of cases before administrative agencies. Applications and announcements

may be obtained from any Oregon State Employment Division office. If out-of-state, call 1-503/ 378-3253 for application and announcement. AN EOE/AA EMPLOYER

#### Teacher, Speech and Language

(1 position 3 days/week for school year)

The Multnomah Education Service District is in immediate need for qualified applicants for the position listed below:

Primary duties: To assess, provide direct instruction and services to language impaired students.

Required: Valid Basic or Standard Oregon Teaching Certificate with Speech Impaired Endorsement. Transportation available for onthe-job use.

Call 257-1510 (24 hr job information) for salary & closing dates. Required MESD employment applications can be obtained in erson at MESD's Recruitment Office at 11611 NE Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive application materials by mail, please send a selfaddressed, stamped legal size envelope indicating position of interest to Multnomah Education Service District, Attn. Recruitment Office PO Box 301039, Portland, Oregon 97230-9039.

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## For Sale

IBM Correcting Selectric II typewriter. Includes extra fonts, ribbons and typing table. Works great. \$195<sup>∞</sup>.

**2**84-4801

# CAREEK Opportunities with

Oregon's leading workers' compensation insurance carrier, is looking for top notch professionals for the following positions:

#### Experienced Claims Adjusters

We are looking for experienced Claims Adjusters to work in our Salem offices. Applicants must have an Associate's Degree or a combination of education and work experience that involves problem solving and decision making. A Bachelor's Degree is preferred. Applicants must have demonstrated oral and written communication skills, exemplary customer service skills, and the ability to analyze complex information. ity to analyze complex information concerning injured workers in order to determine qualifications for insurnce benefits.

Applicants must have a minimum of twelve months successful experience as a claims adjuster, preferably in the field of workers' compensation, and the ability to become certified as a Workers' Compensation Adjuster within twelve months from date of

#### Claims Adjuster Trainees

We are looking for talented and energetic individuals to participate in our twelve-month claims adjuster trainee program in our Salem Office. Selected applicants will office. Selected applicants will receive formal classroom instruction combined with on-the-job training. Trainees will be required to manage assigned claims according to Oregon law and administrative

Applicants must have an Associate's Degree or a combination of education and work experience involving problem solving and decision making. A Bachelor's Degree is preferred. Excellent communication skills, outstanding customer service skills, and the ability to analyze complex. ability to analyze complex information to determine qualifications for insurance benefits are essential.

SAIF provides a professional working environment. We pay for performance and offer excellent benefits. Confidential consideration will be given. If you're interested in any of the jobs listed above, you may call (503) 373-8047 to request an application packet.

SEIFCORPORATION

Personnel Office, Post Office Box 988 Salem, Oregon 97308-0988