

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## Electrician II-HVAC Aviation Maintenance

The Port of Portland has an immediate opening for an Electrician II-HVAC to perform repairs, calibration and maintenance of PDX and General Aviation Airport HVAC systems.

### Minimum Requirements:

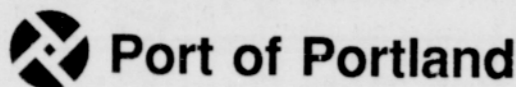
- Valid Oregon or Washington drivers license.
- Oregon Manufacture Plant or General Journeyman Electrical License

### Education and Experience Preferred:

- Completion of heating and air conditioning apprenticeship OR four years full time HVAC work experience supplemented by education courses in HVAC.
- Knowledge of HVAC operations, terminology, practices, methods, and testing equipment.
- Course work in electronics.
- Good verbal and written communication skills.
- Ability to work any shift, including Saturdays and Sundays.
- Ability to work at high elevations as necessary.

In addition to a starting salary of \$18.43 per hour, the Port offers a competitive benefits package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, February 14, 1992.



## City Of Portland

**Greenskeeper I** - to \$2,365/mo

**Golf Course Foreman** - to \$2,905/mo

For more info/closing dates call (503) 823-4573  
(24 hr job information) No resumes please.

### Bureau of Personnel

1220 SW 5th Ave., First Flr.  
Portland, OR 97204

Apps also available at:

**Urban League**  
10 N. Russell



Minorities, females and disabled encouraged to apply.

## Supervisor, Benefit Services Technical Unit

Blue Cross and Blue Shield of Oregon is currently accepting applications for a supervisor in our Benefit Services Technical Unit.

Qualified candidates must have a minimum of 3 years work experience in management and data processing applications, and training and experience in systems analysis, project management and data processing applications. A Bachelor's degree in Business Administration with emphasis in accounting and computer science, or equivalent work experience is required.

The supervisor's responsibilities will include:

- Coordinating all user's activities in the analysis, design, development, implementation of enhancements to or creation of new systems & procedures relating to membership accounting and claims processing.
- Supervising the benefit services technical staff, including hiring, performance appraisals and staff development.
- Supervising the analysis, development, testing, and implementation for special requests for user developed program applications.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad # 015 at the top of your resume or in your cover letter, send resume to:

**Blue Cross  
Blue Shield  
of Oregon**

Human Resources Dept. 3rd Floor

100 SW Market  
Portland, OR 97201  
TDD #25-6780

Equal Opportunity Employer



## 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
- The ability to use written reference materials to resolve problems independently

Previous claims processing or insurance billing experience highly desirable. Starting salary \$1437/mo. Training classes will begin March 16, 1992.

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 #10 at the top of your resume or you may apply in person between 9am-4pm Monday-Friday.

**Blue Cross  
Blue Shield  
of Oregon**

Human Resources Dept. 3rd Floor

100 SW Market  
Portland, OR 97201

Equal Opportunity Employer



## Insurance Sales

### Marketing Representative

Blue Cross & Blue Shield of Oregon, a health insurance carrier, is currently accepting applications for a Marketing Representative.

The Marketing Representative is responsible for sale and retention of all lines of business for the territory assigned. This includes developing agent relationships, accounts, presenting annual rate renewals, preparing and submitting all required reports.

Qualified applicants must have a degree in marketing or relevant field, or equivalent marketing experience, and a successful track record in sales preferably in health and life insurance. This position also requires strong written communication skills.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad # 267 at the top of your resume or in your cover letter. Send resume to:

**Blue Cross and Blue Shield of Oregon**  
Human Resources Dept., 3rd Flr.

100 SW Market  
Portland, OR 97201  
TDD #225-6780

Equal Opportunity Employer



## Administrative Coordinator

The Port of Portland is recruiting for an Administrative Coordinator to provide secretarial and clerical support to Human Resources/Risk Management staff.

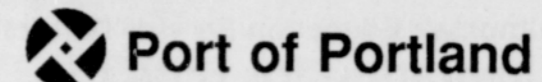
### Preferred Education and Experience:

- Experience working in a human resources, risk, claims, or claims/service office environment.
- Two years' secretarial experience
- Demonstrated skill with WordPerfect and Paradox software programs.
- Basic understanding of insurance and claims procedures.
- Demonstrated skill in correct and effective oral and written communication.

In addition to a starting salary of \$18,749 to \$21,115, commensurate with experience, the Port offers a competitive benefits package.

**Note:** Candidates selected for an interview will be required to complete an in-basket exercise demonstrating organizational skills and expertise in WordPerfect and Paradox.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, February 14, 1992.



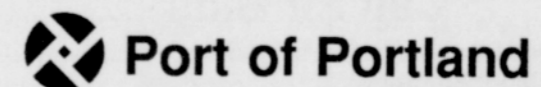
## Legal Assistant/Systems Administrator

The Port of Portland is recruiting for a Legal Assistant/Systems Administrator to provide paralegal and administrative support to the Legal Department

### Preferred Education, Skills and Experience:

- Minimum of four years' experience as a paralegal, or equivalent background demonstrating general familiarity with legal documents and legal concepts.
- Ability to interpret and analyze complex legal documents and legal materials.
- Excellent written and oral communication skills.
- Budgeting and administrative experience.
- Experience establishing and maintaining complex filing and document retrieval systems.
- Demonstrated organizational skills.
- Familiarity with word processing and data base systems, preferable including WordPerfect 5.1, DataFlex, Paradox, and Lotus 1-2-3.
- Experience handling confidential material in a responsible manner.
- Eligibility for notary public commission.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, February 14, 1992.



## Word Processor/Proofreader/Secretary

The Port of Portland is recruiting for an individual to provide word processing, proofreading, and secretarial support to Human Resources staff.

### Summary of Essential Responsibilities:

- Production word processing using advanced WordPerfect and basic Lotus 1-2-3 spreadsheet/graphics applications.
- Proofreading documents generated by Human Resources staff for correct spelling, grammar, and punctuation.
- Setting up and maintaining filing system for personnel and departmental records.
- Providing secretarial support to Compensation Manager.
- Providing backup for Human Resources Department receptionist and other clerical support staff.

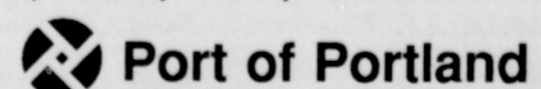
### Preferred Education and Experience:

- Excellent proofreading, grammar, spelling, punctuation, and editing skills.
- Demonstrated skill using advanced WordPerfect applications.
- Demonstrated skill using basic Lotus 1-2-3 spreadsheet/graphics applications.
- Strong organizational skills.

**Note:** Candidates selected for an interview will be required to complete an exercise demonstrating skill in proofreading, WordPerfect, and Lotus 1-2-3.

In addition to a starting salary of \$17,030-\$19,105, commensurate with experience, the Port offers a competitive benefits package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, February 14, 1992.



## Request For Proposals

The Marion County Housing Authority is inviting proposals to perform a three-year audit of its transactions, including a one-year State interim report, for the period between April 1, 1992 to March 31, 1994.

Qualified and interested independent Public Accountants may contact the Housing Authority, 220 High St. NE, Room #106, Salem, OR 97301 (PH# 364-5366) to request a bid package prior to January 31, 1992.

## Invitation to Bid

**Northeast Community Development Corporation  
(NECDC)**

**Nehemiah Housing Opportunity Program  
NECDC Project 4**

Sealed bids will be received at the office of Northeast Community Development Corporation (the Agency), 4114 North Vancouver Avenue, Portland, Oregon, 97217, until 2:00 p.m. on Thursday, February 20, 1992 for: **CONSTRUCTION OF A SINGLE-FAMILY HOUSE ON ONE PARCEL IN NORTHEAST PORTLAND.** Bids will be opened privately.

The work consists of construction of a single-family, detached house located at 4239 North Borthwick Avenue. This work is the latest project to be released for bids in the continuing NECDC Nehemiah Housing Opportunity Program which will construct or renovate a total of 250 homes over a three-year period.

Two (2) sets of Bidding Documents may be obtained from the Agency at the above address for a refundable fee of \$31.00.

Bidders are asked to pre-qualify with the Agency. Applications will be received by the Agency at any time.

Bidding documents may be examined at: Construction Data East Side Plan Center, 1125 S.E. Madison, Portland, OR; Construction Data West Side Plan Center, 1200 N.W. Front Ave., Suite 180, Portland, OR; Daily Journal of Commerce Plan Center, 2374 N.W. Vaughn Ave., Portland, OR; Eugene Builders Exchange, 135 Silver Lane, Eugene, OR; Impact Business Development Center, 8959 S.W. Barbur Boulevard, Suite 102, Portland, OR; National Association of Minority Contractors of Oregon, 4837 N.E. Martin Luther King Jr. Boulevard, Portland, OR; Salem Contractors Exchange, 2256 Judson Street, SE, Salem, OR; S.W. Washington Contractors Association, 7017 Highway 99, No. 110, Vancouver, WA.

Davis Bacon and Oregon Prevailing Wage requirements do bold apply to the work to be constructed.

A pre-bid conference will be held at 6:00 p.m. on Thursday, February 11, 1992 at the Emanuel Hospital and Health Center, Conference Center, Room 1700B, 2801 North Gantenbein (at Stanton) Avenue, Portland, OR 97227.

## Request for Qualifications

**Professional Services Qualifications  
Due 10:00 am, Monday, March 3, 1992**

The City of Camas is requesting submittal of professional qualifications for 1992 through 1995 services. The services to be rendered may include the areas of civil engineering, environmental, transportation, surveying, landscape, planning, architectural, geotechnical, electrical, and mechanical. Specific projects may include professional services associated with the development of storm sewers, sanitary sewers, environmental delineation, geotechnical studies, street improvements, traffic analysis, bridge inspections, and sprinkler systems.

The City will retain on file all statements of qualifications for consultant selection on specific projects. The final selection will be by the recommendation of the public works director to the City Council on each of the respective projects. Please submit general firm qualifications and experience. Staff members and resumes not to exceed 20 pages.

Submittal of qualifications will be accepted by the city clerk located in Camas City Hall, 616 NE 4th Avenue, PO Box 1055 Camas, WA 98607 until 10:00am, March 3, 1992.

Inquiries for additional information should be directed to Eric Levison, Project Manager, at the address above or phone (206)834-3451.

## Sub Bids Requested

Oregon Health Sciences University  
Immunology Lab Relocation  
Marquam Plaza Building A  
Bid Date: February 28, 1992 @ 3:00 p.m.  
Baugh Construction Oregon, Inc.  
15500 SW Jay Street  
Beaverton, OR 97006  
(503) 641-2500

We are an equal opportunity employer and request sub bids and material quotes from minority, women-owned, disadvantaged and emerging small business enterprises.