# CLASSIFIEDS

**Advertising Employment Bids/Sub-Bids** 



(Part-time, 20 hrs/wk, .5 FTE) Position is a regular, part-time, 20hour per week (.5 FTE) office assistant that will work with the Bar's Minimum Continuing Legal Education (MCLE) program which is within the Regulatory Services Division. This position will provide general support to the MCLE Program Administrator and staff. Position becomes effective January 4, 1993.

Duties include routine secretarial support, handling mail, maintaining all files relating to MCLE, data inquiry of accredited programs and membership compliance, responding to member inquiries, photocopying and some member contact.

Skills needed are strong office organizational skills and good interpersonal and communication skills. Requirements include one year of progressively responsible experience in clerical work. Use of personal computer with Word-Perfect software desired.

Salary range starts: \$700-\$867 per month excellent benefits PERS contribution employer paid

Apply immediately - Provide a resume with a cover letter to Oregon State Bar, Personnel Officer Attn: ROA, Oregon State Bar, 5200 S.W. Meadows Road, Lake Oswego, OR 97035-0889. Deadline for application is December

Equal Opportunity Employer

#### Advocate Office Of Minority Women And **Emerging Small Business** 44,616-62,784

The State of Oregon is seeking an Advocate for Minority and Women owned businesses. This challenging position will be responsible for advising the Governor on issues related to small business programs. Additionally, the Advocate will work directly with Federal and local business organizations. The Successful candidate must possess a high level of energy and a willingness to cultivate entrepreneurship while challenging barriers that exist for business owners.

Individuals with a Bachelors Degree will be given preference. Supervisory experience is required.

To obtain an application packet, please contact Holly Getter, State of Oregon Executive Department, (503) 378-3040. Completed application packets must be received back in our Recruitment and Career Services Office, 155 Cottage Street NE, Salem OR 97310, by 5:00 December 21, 1992.

The State Of Oregon is an AA/EEO employer and encourages women, persons of color, and the disabled to apply for this open-

# Code Enforcement

Worker City of Milwaukie, Oregon. Salary: \$1468 to \$1873/mo, DOQ, plus excellent benefit package. We are seeking a responsible person to act as the City's parking and civil code enforcement person. This person will work within the City's building division. Requires high school equivalent plus one year experience in public contact preferably in an enforcement role. Skill in customer service, oral and written communications and interpreting and applying ordinances required. Ability to obtain valid area drivers license and meet City driving standards required. Examination will consist of a supplemental questionnaire, driving record check, interview board and written examination. Applications can be obtained at the Personnel office, 10722 S.E. Main Street, Milwaukie, OR 97222. Phone 659-5171, Fax #652-4433. Application packets must be in our office by 4 p.m., Monday, December 21, 1992. Resumes will not be accepted. If you need accommodation with the application process please let us know.

#### Chaplains

The Oregon Dept of Corrections is seeking to contract for 2 qualified Chaplains, providing 40 hrs per wk each: Eastern Oregon Correctional Institution, Pendleton, and The Oregon Womens Correctional Center, Santiam Correctional Institution & Mill Creek Correction Facility, Salem. To qualify, you must be an ordained minister, have obtained a bachelor's degree, have graduated from an accredited seminary or theological school and have 1 full time experience as a minister, priest or clergy person. CPE is preferred. If interested, contact Father Michael Sprauer, Administrator Religious Services, 1-373-0147 (Salem).

Environmental

#### Hanford Program Coordinator

Hanford Program Coordinator, \$2653-\$3538 monthly, full-paid retirement program plus generous leave and benefit package. Position with Oregon Department of Energy in Salem, OR. Responsible for Oregon's reviews of nuclear facility safety issues and public involvement. Must have environmental program experience. Prefer health physics, chemical engineering, or nuclear related background. For application materials, contact Personnel Office, Oregon Department of Energy, 625 Martion Street NE, Salem, OR 97310. Telephone 503-378-4912 or toll free within Oregon 1-800-221-8035. Deadline for required application materials: December 24, 1992.

#### Research Assistant

Three (3) positions (at .50 to 1.00 FTE, based on 12-month salary) interested in the area of transition of young adults with disabilities from school to adult life are available with the Specialized Training Program, University of Oregon. These positions (Training & Technical Assistance Coordinator; Coordinator of Individualized Planning; Project Associate Manager) will be based in Salem, Oregon. Responsibilities include such duties as: coordinate/provide technical assistance to individuals with disabilities, their families, school districts, state agencies, businesses; develop training materials; conduct inservices; write Project reports. Requirements: Bachelors Degree; direct experience with individuals with disabilities; experience in writing; documented experience in developing and delivering inservices and technical assistance. To apply send resume/ vita to: Carol Fernlund, Specialized Training Program, University of Oregon, Eugene, OR 97403-1235. Closing Date: December 16, 1992. E)AA institution committed to cultural diver-

### Mental Health

Seeking a therapist/counselor to work with emotionally disturbed children, exp. in screening, evaluation of children, diagnostic assessment, skills, implementation of treatment plan and working with physically and sexually abused children. Must be able to work with a multi-culture/multi disciplinary team.

Master's degree in mental health related field or BA and a min. 2 yrs. experience in mental health. Resumes To: Mary DuPain, PHD Program Manager

N/NE Community Mental Health Children's Program 3802 N.E. Martin Luther King Blvd.

Portland, Oregon 97211 Phone: (503) 249-7990 Closing date: December 18, 1992 E-O-E

Minorities and Disabled are **Encouraged to Apply** 

#### Medical Receptionist:

Seeking energetic individual with great organization, office and computer skills who enjoys working around young adults. Must have own transportation. Submit resume and cover letter, no later than December 13, 1992, to: Springdale Job Corps Center

Attn: Human Resources 31224 E. Crown Point Highway Troutdale, Oregon 97060

#### Work-Live-Study

Placement by 4 star international firm many fields to choose from

- Medical/Dental
- Police/Security
- Construction/Support
- Executive/Supervisory Teaching/Social Services/Art

Only the serious need use our service. \$249 refundable security deposit. Deposit will be refunded upon signature of employment contract.

"Mostly overseas work" For Info Call 1-800-964-JOBS 8 am-6 pm Monday-Friday

#### Research Assistant

.50 FTE, based on 12-month salary. A 10-month, federally-funded position to coordinate work on a pilot study grant to develop, implement, and evaluate the Personal Support Agent support strategy for enhancing the independence and community participation of young adults with severe disabilities with the involvement and coordination of their families. Qualifications: Masters Degree in Special Education; experience with PSA or similar approach; experience working with adults and transition age individuals with severe disabilities in community and home settings; experience training/supervising support personnel for individuals with developmental disabilities. Closing date: December 14, 1992. Send vita/ resume to: Carol Fernlund, Specialized Training Program, University of Oregon, Eugene, OR 97403-1235. AA/EEO institution.

#### Occupational Therapist OTR, Full Time

Community mental health center seeks OTR to join the psychiatric rehab. team. An ideal position for a creative, caring individual who desires to work with a cultural diverse population, and long term mentally disabled.

Min qualif: OT registered, must be licensed in Oregon 2 yrs exp. in mental health field preferred Comprehensive salary & ben-

Resumes To: Carol Hanson OTR. Rehab. Services Manager Garlington Center

4950 N. E. Martin Luther King Blvd. Portland, Oregon 97211 Phone: (503) 249-0066 Closing: December 18, 1992 E-O-E

Minorities and disabled are **Encouraged to Apply** 

#### Medicine And Natural Resources Information Specialist (Librarian 4)

Oregon State Library. Recruiting for a proactive service-oriented Information Specialist to provide research and information services to state agency staff. This position will require assisting with active marketing of services to state agencies, coordinating reference online services and collection development. The successful candidate will have an ALA-accredited MLS and three years of experience in library operations, one year of which must have been in the subject areas of medicine or natural resource fields. Compensation range is \$2,529-\$3,370. Application information is available from Judyth Leifheit, Oregon State Library, State library Building, Salem, Oregon 97310, (503) 378-4243. Application deadline is January 15, 1993. The Oregon State Library is an equal opportunity, affirmative action employer committed to cultural diversity.

#### Chemical Dependency Counselor

Position now available as a Correctional Treatment Therapist 2 (CTT2) in a residential A & D program for inmates at OR State Hospital in Salem. Starting salary \$1815 monthly. recovering staff need 2 yrs sobriety. Must get on State of OR hiring list. for more info. call State Job Line (373-1199), or write or call Roberta at 378-5491, Cornerstone A&D Program, 2600 Center St. NE, Salem, OR 97301. Bilingual/bicultural persons encouraged to apply.

## HOSPITAL

SALES

Portland and Surrounding Area

Major pharmaceutical firm is seeking individual for position of Hospital Sales Representative. Responsible for promotion and sales of injectable products to physicians, pharmacists and nurses, particularly as it relates to critical care medicine. Must e able to plan and organize activities in a manner that assures efficiency and profitability within the territory.

Applicant must have a four year college degree and a strong interest in selling as a career. Experience in sales or professional hospital experience required. We provide a profesonal sales training program.

We offer a competitive starting salary, comprehensive benefits package, car and outstanding career opportunities for growth in sales or other managerial re-sponsibilities.

f you feel qualified to accept this challenging opportunity, send your resume to:

P.O. Box 27901-778 San Francisco, CA 94127 An Equal Opportunity Employer, M/F/D

#### Administrative Coordinator

**Suburban Cities Association** Of King County (SCA)

(Sal: \$35,000-\$40,000 yr DOQ) Administrative coordinator/policy analyst reporting to SCA Board. Duties include scheduling meetings; providing current issue information to member jurisdictions; formulating, evaluating & recommending policies; & lobbying. MIN QUALS: BA in Public Admin. or related field AND 3 yrs local gov't exp. OR combination of education & exp. which provides knowledge, skills, & abilities to perform job. MA & municipal gov't exp desirable. To Apply: submit cover letter, resume & completed application packet obtained from City of Bellevue, attn: Lise Northey, PO Box 90012, 11511 Main St. Bellevue. WA 98009-9012 by 5 pm, 12/18/ 92. Postmarks NOT accepted. (206) 455-6810. Equal Opportunity Employer

#### Teacher, Special Education

(Multihandicapped Student Program)

Application Deadline: 5pm 12/15/92 for first screening Open until filled Starting Date: ASAP

MESD applications available M-F, 8-5, or send self-addressed, stamped legal envelope, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place

#### Childcare Worker/ **Treatment Coordinator**

Innovative Treatment Program for 6-12 year old emotionally disturbed children. Position involves working as a team member with young children both direct care and case management. Experience preferred. Bachelors degree required. Excellent benefits. JCAHO Accredited.

Resume to: Anna Powers Edgefield Children's Center 2408 S. W. Halsey Troutdale, OR 97060 An Equal Opportunity Employer

#### Communications/ **Development Director**

Communications, marketing, membership development, annual fund development for City Club of Portland. Ability to manage multiple projects, grasp and distill issues, work with volunteers and produce within tight deadlines. Excellent organizational and writing skills required. BA plus 3 years experience required. Salary \$22,800-\$32,200. Submit letter of application and resume by 5PM December 15, 1992 to Executive Director, 317 SW Alder Street, Suite 1050, Portland 97204.

Sales/Marketing position with major radio station. Minimum 5 years experience. Send resumes to: P.O. Box 14957, Portland OR, 97214.

Equal Opportunity Employer

**Employment** 

#### City Of Portland

Recreation Leader/Aquatics - to \$11.73/hr after three years Program Coordinator/Regulatory Compliance Coordinator

(Bureau of Environmental Services) - to \$3,898/mo at top of step Greenskeeper III - to \$16.56/hr after one year

Plumbing Inspector - to \$19.27/hr after one year

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, Ore 97204

Apps also available at

**Urban League** 

10 N Russell

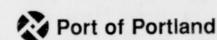
Minorities, females and disabled encouraged to apply.

#### Port Of Portland Career Opportunities

Senior Economist **Finance And Administration** Closing Date: December 11, 1992

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE 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. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Data Processing

NIKE, Inc. has immediate opportunities within our IS Department for the following positions:

#### Capacity Planner

You will conduct the capacity planning process for NIKE Computing Services. This will include establishing regular reports on capacity usage and demand forecasts, planning for the acquisition of new or replacement hardware to meet service level objectives in a cost effective manner and coordinating daily activities of the capacity management

Requires BSCS with 10 years experience relating to capacity management, or a minimum of 12 years experience without a degree. Broad knowledge of computer system hardware/software architecture, knowledge of MVS, OS1100, AS/400 and UNIX with knowledge and skill using statistical analysis, modeling and forecasting methods. Ability to communicate technical data to a diverse audience required.

#### Storage Administrator

You will implement and maintain procedures and software to ensure availability and performance of data on disk storage devices as well as monitor and report on space utilization, and forecast future requirements. Additional responsibilities will be to develop and maintain procedures to ensure data backup and recovery, research new and improved functions in installed system products and recommend appropriate tools and techniques to exploit features and functions.

Requires a minimum of 5 years work experience as a senior operator, programmer or production support analyst with knowledge of MVS, OS!100), AS/400, UNIX and storage management utilities.

In addition to our new 77 acre campus, you will enjoy competitive salaries and outstanding benefits. Please forward your resume to: NIKE, Inc., Employment Center ISRH, 3700 SW Murray, Beaverton OR 97005.

These positions may close at any time,. NIKE, Inc. is an equal opportunity employer.



Cook for a transitional housing program for chemically dependent women in treatment and their children. Must have prior experience as a cook and a current food handler's card. Send resume by December 15, 1992 to: Center for Community Mental Health, 6329 N.E. M.L. King Jr. Blvd. Portland, OR 97211.

#### Insurance Marketing Representative

Liberty Northwest, a leading, multiline insurance company, is recruiting for an Entry Level Marketing Representatives.

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We are seeking an enthusiastic, self-motivated individual to solicit and service new and existing policies in our small business program.

Qualified applicants must possess a Bachelor's degree and/or equivalent three to five years prior business office experience to include customer service and/or sales experience. Business insurance experience helpful. Sales aptitude, mathematical skills and demonstrated oral, written, interpersonal communication skills required. General property and casualty lines license or the ability to obtain within 60 days of hire required. Valid driver's license and own transportation or method to provide required. Second language skills

helpful. This position provides a competitive benefit package and salary. 'To apply, send resume with cover

letter to: Liberty Northwest Insurance Human Resources 053-92 825 NE Multnomah, Suite 1900 Portland, OR 97232

#### Liberty Northwest

Insurance Corporation A Liberty Mutual Company Equal Opportunity Employer

#### Corrections Electrician

There's one current vacancy at the Eastern Oregon Correctional institution in Pendleton, OR To qualify you must have exp as a general journey level electrician, and possess a valid Oregon general supervising electrician license. Salary: \$2280-\$2908/mo. For more information and application please call Molly Hansen, at 1-278-3635. Dept of Corrections is an affirmative action, Equal oppty employer.

#### Registered Nurses On Call Temporary Nurses **Needed Immediately** Salary: \$16.06/hr

MESD applications available M-R, 8-5, or send-addressed, stamped legal envelope, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017

An Equal Opportunity Employer & Drug Free Work Place

PORTLAND OBSERVER \*The Eyes and Ears of the CommunitY" Office: (503) 288-0033 Fax #: (503) 288-0015