

CLASSIFIEDS

Insurance

Standard INSURANCE COMPANY
PORTLAND, OREGON

Dedicated to Excellence
We need people with a wide range of talents to join us as we help families and businesses achieve financial, security through Standard's products and services.

Qualified individuals are encouraged to apply for the following job opportunity.

Tax Accountant
Performs corporate tax accounting functions including: preparation of corporate tax returns, financial statement tax accruals, forecasts research and analysis. Strong analytical, verbal and written communication, organizational skills and ability to manage multiple priorities required. Must have strong customer service skills and accounting related college degree. Previous public accounting experience desirable.

Standard Insurance offers a smoke-free work environment and a comprehensive benefit program which includes a family package with child care subsidy and referral service, medical, dental, and vision insurance. Our home office is conveniently located downtown and we provide a transit subsidy for our employees who take advantage of public transportation.

Application deadline is Wednesday, April 14, 1993, at 1 pm. Business hours are 8am to 5pm and a room is available from 9am to 1pm, for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 2.

Standard Plaza
7th Floor, Human Resource Office
1100 SW 6th Avenue
Portland, OR 97204
Equal Opportunity Employer

Northwest Natural Gas Company

A temporary assignment is available immediately in our Engineering Department on a file conversion project running Arc/Info software on SUN workstations. Preferred candidates will have a minimum 1 year computer graphic training; applicable software skill/training desirable.

This computer graphic position will be a term position with benefits at Northwest Natural Gas Company with an hourly rate of \$13.22/hr. Swingshift hours: 3:30pm-Midnight.

Please identify this position when submitting your resume/data sheet for consideration. Only those considered will be contacted.

Application deadline is April 9, 1993:

Northwest Natural Gas Company
220 N.W. Second Avenue
Portland, Oregon 97208
An Equal Opportunity Employer
JOB INFORMATION LINE- (503) 220-2434

Administrative

Secretary
808812-PCPA

Portland Center for the Performing Arts
1 Full-time Position
\$10.81 - \$13.79/Hr.

The Portland Center for the Performing Arts is recruiting for one full-time Administrative Secretary to perform the following essential job duties: plan and supervise work of clerical staff, receive and prioritize work requests from variety of Metro ERC personnel, participate in the development and implementation of goals, objectives, policies and priorities related to clerical secretarial activities; assist in resolving work problems; participate in a variety of duties relating to administration of a department. Performs other responsible administrative duties as required. This position closes on April 12, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, April 12, 1993. Applications and supplemental requirements can be picked up at:

- Metro
Metro ERC and the Oregon Convention Center Administration Offices
 - The Urban League
The N.E. Workforce Center
 - Metro
2000 S.E. First Ave.
Portland, OR
 - Oregon Convention Center
777 N.E. Martin Luther King
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer

METRO

Educational

Services Aide
265-0393-ZO

(Cascades Interpreter)
Metro Washington Zoo
3 Temporary Positions
(These positions will be available beginning June 2. Persons hired will work full-time from June 2 to September 6, 1993.)

Salary: \$7.25/Hr.
The Metro Washington Park Zoo is recruiting for three temporary positions to perform the following essential job duties: initiate interaction with groups of Zoo visitors, as well as performing formal presentations to larger audiences; research and develop scripts and props for vignettes appropriate for the role portrayed; staff exhibits, answer questions, handle animals and interpret specimens and artifacts. Does other duties as assigned. This position closes on April 23, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Friday, April 23, 1993. Applications and supplemental requirements can be picked up at:

- Metro
Metro ERC and the Oregon Convention Center Administration Offices
 - The Urban League
The N.E. Workforce Center
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2000 S.E. First Ave.
Portland, OR
 - Oregon Convention Center
777 N.E. Martin Luther King
Portland, OR
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AA/EEO Employer

METRO

Paragon Cable



Direct Sales Representative

Come join the Paragon Sales Team as a Residential Sales Representative. Paragon is one of the largest, fastest growing cable companies in Portland. WE OFFER PAID TRAINING, BONUSES, INCENTIVES, GOOD COMMISSIONS, GAS ALLOWANCE, AND EXCELLENT BENEFITS. Don't miss out on this opportunity to become a part of the dynamic industry of cable television. Qualified applicants need to possess a high school diploma or equivalent, own reliable transportation, and possess a good driving record. Sales experience is helpful, but not required. If this sparks an interest in you, come and apply at 3075 NE Sandy Blvd, Portland. We offer a drug-free workplace.

Beaverton, OR 97005. (503) 526-2200. EOE M/F/D

Equal Opportunity/ADA Employer

Scalehouse

Technician
013-0393-SW

Solid Waste
1 Part-time Position (hours will be from 3-40 per week)
\$8.98 - \$12.64/Hr.

Metro is recruiting for one part-time position to perform the following essential job duties: estimate load volume of trucks, calculate and collect fees and issue receipts; prepare reports and daily deposits; collect information necessary to insure accurate billing; use computer and word processing equipment, adding machine, copier and other general office equipment; may assist in the training of new employees. Performs other duties as assigned. This position closes on April 13, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, April 13, 1993. Applications and supplemental requirements can be picked up at:

- Metro
Metro ERC and the Oregon Convention Center Administration Offices
 - The Urban League
The N.E. Workforce Center
 - Metro
2000 S.E. First Ave.
Portland, OR
 - Oregon Convention Center
777 N.E. Martin Luther King
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer

METRO

Secretary



Paragon Cable

Are you in the market for a new job opportunity and want to learn more about the cable industry? Here is your chance. We are looking for someone who can jump right in and become an effective member of our team by providing secretarial support for the Vice-President of Operations, Technical managers and supervisors. Duties and responsibilities would include: set up, type, and on occasion compose letters, memos, reports. Answer phones and take messages as necessary. Receive, open, screen, and distribute mail. Maintain and update files and records, photocopying, and requisition supplies.

The qualified applicant would need a high school diploma or equivalent, two years of secretarial experience, typing at 60 wpm REQUIRED, demonstrated ability to use Wordperfect 5.1 and Lotus 1-2-3, excellent written and verbal communication skills, good grammar and spelling skills, reliable and enthusiastic. Physical requirements include ability to lift 20 lbs., sitting 4 hours per day, standing/walking 4 hours per day. If you meet the above requirements and are looking for a new opportunity, please apply at: 3075 N.E. Sandy Blvd., Portland, Or 97232.

A basic skills test will be required to verify typing, WordPerfect and Lotus Knowledge prior to an interview. We offer a comprehensive benefits package upon first day of employment.
Equal Opportunity/America Disabilities Act Employer

Clerical

Conscientious, detail oriented applicant with today's office computer skills (Lotus, Wordperfect, key stroke applications). Can learn to be a working part of this growing television station. No phone calls. Please send resume to Dianne Miner, KPDX TV, P.O. Box 49 Portland, OR 97207. EOE

Child Care

Ages: All
Lunch Snacks Provided
Monday Thru Friday 7 A.M. - 6 P.M.
Call: Cherice at 284-7960

Pers Administrator

036-0393A-FM
Finance & Administration Dept.

1 Full-time Position
\$10.92 - \$15.36/Hr.

Metro is recruiting for one full time person to perform the following essential job duties: monitor and track PERS eligibility; complete and send forms to PERS, including periodic and annual reporting requirements; research all PERS problems; answer employee's questions regarding PERS; write memos on all PERS issues. Performs other duties as assigned.

This position closes on April 16, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Friday, April 16, 1993. Applications and supplemental requirements can be picked up at:

- Metro
Metro ERC and the Oregon Convention Center Administration Offices
 - The Urban League
The N.E. Workforce Center
 - Metro
2000 S.W. First Ave.
Portland, OR
 - Oregon Convention Center
777 N.E. Martin Luther King Jr., Blvd.
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer

METRO

Television

Television technical manager for Multnomah Community television, the non-profit community television provider serving East Multnomah County. Responsible for MCTV's technical needs including equipment management and preventive maintenance. Must have excellent trouble shooting skills and extensive experience with TV equipment. Supervises engineer responsible for component repair and maintenance. Good interpersonal skills essential. Salary range: \$18,907-27,602 plus excellent benefits. For application information, contact MCTV AT 667-7636. All applications must be received by 5 p.m. Monday, April 26, 1993.

Ethnic Student Center Adviser

Adviser to ethnic clubs. BA required, MA preferred. Experience in cultural programming, student club activities, and working in multicultural environment. Salary commensurate with experience. Application deadline April 30. Send letter of intent, resume, 3 references to: ESC Search Committee, VU 109, Box F-5, Western Washington University, Bellingham, WA 98225-9106.
Info. (206) 650-7271. AA/EOE.

Mental Health
Psychiatric Rehabilitation team seeks MS, COTA, BS or equivalent with 2 years in mental health for prevocational program. Ideal spot for innovative therapist who enjoys working with people. Background in work therapy experience with multi-ethnic population desirable. Comprehensive salary and benefits.
Closing Date: April 9, 1993
Resume To:
Ray Shellmire/Program Supervisor

Garlington Center N/E Community Mental Health
431 N.E. Jarrett
Portland, Oregon 97211
Phone (503) 249-0066
E-O-E
Minorities and Disabled are Encouraged to Apply

Multnomah County
Bridge Maintenance Mechanic; \$15.03 per hour; apply by April 9. Property/Commissary/Laundry Administrator; apply by April 9. Equipment Unit Administrator; apply by April 9.
For 24 hour job information, call 248-5035 or visit Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, Portland, during business hours. Equal Opportunity Employer

Living Epistles, world's largest manufacturer/distributor of Christian themed shirts, looking for V.P. of Sales & Marketing. Must have 5-10 yrs. experience w/proven track record. Communications and managerial skills preferable. Send resume to: Living Epistles, 16323 Clark Ave, Suite B, Bellflower, CA 90706.

Informational Advertisement Department Of Transportation Call For Bids

Sealed bids will be received until 9 a.m. on April 22, 1993, for the projects listed below:

- County**
- Clackamas Hwy. 26-Timberline Sec., Timberline Hwy., north of Government Camp. A.C. Pavement & Oiling.
- Grant Dick Creek Bridge Sec., John Day Hwy., (Route OR19), approx. 12 miles northwest of Dayville. Grading, Structure and Paving. DBE Goal.
- Multnomah* Portland Traffic Signals (5 Locations) Project on various city streets in Portland. DBE Goal.
- Multnomah Haig St.-Tacoma St. Sec., Pacific Hwy. East, (ROUTE OR99E), south of Portland. A.C. Pavement & Oiling.
- Union/Baker Telocaset-North Powder Intchg. Sec., La Grande-Baker Hwy., (ROUTE US30), southeast of La Grande. A.C. Pavement & Oiling.
- Jackson* Sams Valley-Shady Cove (North Unit), Crater Lake Hwy., (ROUTE OR22), south of Shady Cove. 1) Earthwork and Drainage; 2) Aggregate Base; or 3) A.C. Pavement & Oiling. DBE Goal.
- Grant Prairie City-Austin Jct. Sec., John Day Hwy., (ROUTE US26). beginning at Prairie City. 1) Earthwork and Drainage 2) A.C. Pavement & Oiling.

Plans, specifications, and bid documents may be obtained in Rm. 10, Transportation Building, Salem, OR 97310. Plans may be ordered by phone at 378-6526. For additional information, please contact Commission Services, 378-6526.

If your business is not certified as a Disadvantaged Business Enterprise (DBE) or a Women Business Enterprise (WBE), please contact the Office of Minority, Women, and Emerging Small Business at 155 Cottage, Salem, OR 97310, phone (503) 378-5651.

* A DBE PREBID WORKSHOP WILL BE HELD AT THE OFFICES OF KEITH CRAWFORD AND ASSOCIATES, 4300 N.E. FREMONT, SUITE 230, PORTLAND, OREGON, 97213 AT 9:00 A.M. ON APRIL 15, 1993.



US Army Corps of Engineers
Portland District

Currently accepting applications for the following positions:

- *Chemist
- *Secretary
- *Office Automation Clerks
- *Biologist (Chemical Emphasis)
- *Journey Level Electrical
- *Mechanical & Hydraulic Engineers
- *Power Plant Operator & Electricians
- *Cook
- *Deckhand (USCG Seamans)
- *Temporary Summer Jobs.

If you are interested in information concerning current openings with the US Army Corps of Engineers contact P. Boyland (503) 326-6971

US Army Corps of Engineers PO Box 2946 Portland, Oregon 97208-2946