

CLASSIFIEDS

Counselor-V

Outpatient Treatment Services

(2 positions available)
Salary: \$1,775-\$2,100 Per Month Plus Benefits

The Position: CODA, Inc., seeks two experienced senior chemical dependency counselors for our Outpatient Treatment Services (OTS). Duties of these exempt positions include: Provide a range of substance-abuse treatment services; diagnosis, evaluation, treatment planning, aftercare and discharge planning; Provide individual, family, and group counseling services; Effectively communicate and coordinate client services with referral sources and community resources; Assist with client record compliance and quality-assurance activities. **Shift:** One position works M-F 8am until 5pm, the other M-F 10:30am-7:30pm. **To Qualify:** A Master's Degree in a relevant discipline is required; One year of supervised human-services experience is required (three year's experience is desired); Knowledge, skills, and abilities demonstrating competence in chemical-dependency treatment are required; Chemical-dependency counselor certification is preferred; Individuals currently serving any federal, state or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **To Apply:** submit standard CODA application form, including screening question responses, to the address below. **Application Materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254.

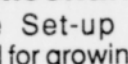
CODA is an Equal Opportunity/Affirmative Action Employer.

Maintenance

Mechanic

Machine Set-up Mechanic needed for growing manufacturing company. Will be responsible for maintaining packaging line conveyance equipment, and assisting with rebuilds. Must have two years mechanic experience, preferably in a manufacturing environment. Twelve hour shifts, Thurs. - Sat. 6:30am to 6:30pm. Wage DOE. Apply direct between the hours of 1-5, M-F or send resume to 3580 NE Broadway, Portland, OR 97232. We are an equal opportunity employer.

Customer Service Representative



PARAGON CABLE

Attention people with flexible schedules -- Paragon Cable is offering you an opportunity to earn extra money. Our Customer Service Department is in the need of part-time Customer Service Representatives with superior people skills. A high school diploma or equivalent is required. You must be able to handle high volume incoming phone calls. Demonstrated ability to use 10-key adding machine and a computer keyboard. Excellent verbal communication skills and demonstrated ability to perform tasks under pressure. A basic skills test and pre-employment drug test is required. Please apply at 3075 NE Sandy Blvd., Portland. Equal Opportunity/ADA Employer

Adm. Assistant II

Family Center Position provide admin. support to the Family Center Program. Req. HS Diploma & 2 yrs. business school course work or 2 yrs. rel. exp. Must type 60 wpm, familiarity w/ WP51, QPRO, Paradox & bookkeeping. Valid driver's license or reliable trans. a must. Salary \$7.79/hr, 15hrs/wk pref. 10am-1pm. Resume: VOA-SS,537 SE Alder St., Ptd, OR 97214. Equal Opportunity Employer

Secretary

Multnomah Defender Inc, a private non-profit public defender firm is searching for a word processor that can manage a high production workload. Job duties include high volume correspondence, typing transcription, computer information input and some reception relief. Qualifications: 1+ year WordPerfect 5.1, excellent transcription and typing skills, accuracy and speed very important; organized, self-starting and ability to produce high quality work for a fast paced office. Legal experience helpful but must have a solid computer background. Benefits: medical, dental, vision. Salary \$19,429. Apply: Multnomah Defenders Inc, 522 SW 5th Ave Suite 1500, Portland, OR, 97204-2116. Phone 503-226-3083. Must complete company application form. Deadline Sept 30th at 5pm. Equal Opportunity Employer

Counseling

Residential Relief Workers

\$6.30 Per Hour

The Position: CODA, Inc., seeks relief workers to provide facility and client supervision on an irregularly-scheduled, as-needed basis at our two residential treatment facilities. Some positions require child-care (infant through toddler) skills and experience. **To Qualify:** Requires drug/alcohol treatment experience and/or education. Individuals currently serving any federal, state or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **To Apply:** submit standard CODA application form, including screening question responses, to the address below. **Application Materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254. CODA is an Equal Opportunity/Affirmative Action Employer.

Engineering

Maintenance Planner

James River Corporation is seeking a highly organized, methodical planner for maintenance activities on two of its Wauna Mill paper machines. Candidates must have the following qualifications:

- able to handle multiple tasks/projects at once
- able to effectively prioritize demands and meet deadlines
- communicate effectively with all levels of the organization, particularly maintenance and operations personnel
- demonstrated problem analysis skills; able to foresee needs/problems that may arise
- Mechanical Engineering degree preferred
- 5 years' maintenance experience on paper machines preferred
- 1-2 years' supervisory experience preferred

Responsibilities include: scheduled maintenance down planning for downs that typically occur every other week; manage the audit process of maintenance down planning and execution to continuously improve, maintains backlog lists, requisitions needed parts and materials in a timely manner, manages related maintenance documentation, actively participates in and helps lead crew's safety program, assist with special projects as needed.

Send resume to Shelley Prouty, Rt 2, Box 2185, Clatskanie, OR 97016 by October 7. Wauna is located on Oregon Hwy 30 btwn Longview and Astoria. Equal Opportunity Employer M/F/D. **James River Corporation**

Attention Portland

Postal Positions \$12.26 an hr. + Benefits. Carriers, Clerks, Sorters, & Main Jobs. For exam info & application call (708) 264-1600 Ext. 4552.

Publishing



Assistant

Publications Editor

Oregon State Bar (Part time 20 hrs/wk, .5FTE)
This part time position writes for and edits legal articles and departments of the Oregon State Bar Bulletin, the monthly membership periodical for bar members. This position works under the supervision of the Publications Manager. Duties also include assisting the Publications Manager in preparing the editorial calendar, coordinating volunteer authors, and working with other editorial and desktop projects, as assigned, in the Member and Public Services Division.

Skills needed include: excellent writing, editing and organizational ability; advanced knowledge of word processing software (on IBM-compatible personal computer system); specialized knowledge of style sheets; and familiarity with Oregon legal system or law-related fields. Experience with Ventura Publisher and WordPerfect software is preferred.

Requires graduation from a four year college or university with degree in journalism or other related field. Experience needed includes two years of demonstrated experience in publications editing, preferably in the legal setting.

Salary range starts at: \$1114/month (.5 FTE equivalent) PERS contribution employer paid.

Apply immediately. Send resume and cover letter that specifically addresses the type and amount of legal writing, editing and desktop publishing experience to: Personnel Officer Attn: APS, 5200 SW Meadows Rd, Lake Oswego, OR 97035-0889. Deadline for application is Friday, October 7, 1994. Equal Opportunity Employer

Bill Digester

Legislative Counsel is accepting applications for a Bill Digester for the Oregon Legislature. This position begins in late November and lasts until the close of the 1995 Regular Session. A Bill Digester prepares the summaries which appear at the beginning of all legislative measures and amendments. You must have skill in reading, analyzing and writing summaries of legislative measures and amendments. Accredited law school graduation required. Preference will be given to applicants with an Oregon bar membership. Salary \$2170 per month with session health insurance benefits. For application materials contact Employee Services, S-401 State Capitol, Salem, OR 97310 (503) 986-1373 TDD: (503) 986-1374 Fax: (503) 986-1684. Deadline for application is October 14, 1994.



Kelly temporary employees are tops. Thanks for being part of our team.

We're always looking for good players. So tell your friends to call Kelly too.

- Office Clerical • Light Industrial
- Marketing • Technical

NATIONAL TEMPORARY HELP WEEK OCTOBER 2-8

Join Our Winning Team Today!

CALL 1-800-90KELLY

KELLY Temporary Services
(Equal Opportunity Employer)

Advertise in
The Portland Observer
call (503) 288-0033

Job Announcement

Springdale Job Corps Center

Secretary/ Receptionist

Position performs a variety of clerical and administrative duties including heavy amounts of telephone calls. Requires high school diploma or equivalent and one year related secretary experience, must be computer literate, able to type 60 words per minute and prefer dictation at 80 words per minute. Submit resume and cover letter of interest no later than Sept. 30, 1994.

Human Resources
31244 E. Historic Columbia River Hwy
Troutdale, OR 97060
An Equal Opportunity Employer M/F/D/V

Dispatcher (911) Clerk

Public Safety Facility
City of Milwaukie, OR. Salary \$1725-\$2204/mo, DOQ., plus excellent benefit package. We are seeking reliable persons full time and one part time, who under general supervision receives and transmits emergency and routine voice radio messages concerning police/fire/emergency medical calls; dispatches equipment and personnel according to predetermined policies; performs clerical work as required. Experience in Public Safety Communications preferred. Required: Graduation from high school or GED, and meet hearing and speech requirements. Additional courses in typing and computer applications, general office experience; previous experience in dealing with the public or any equivalent combination of experience and training; and pass a background check due to access to confidential police information. If possible, please pick up Applications at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Minorities and women are encouraged to apply. Completed City Application and supplemental questionnaire must be received by 4pm, Monday, October 10, 1994, in Human Resources at the above address. TDD #659-5171, Fax # (503) 652-4433. **Resumes will not be accepted. EEO.**

Apply immediately. Send resume and cover letter that specifically addresses the type and amount of legal writing, editing and desktop publishing experience to: Personnel Officer Attn: APS, 5200 SW Meadows Rd, Lake Oswego, OR 97035-0889. Deadline for application is Friday, October 7, 1994. Equal Opportunity Employer

Apply immediately. Send resume and cover letter that specifically addresses the type and amount of legal writing, editing and desktop publishing experience to: Personnel Officer Attn: APS, 5200 SW Meadows Rd, Lake Oswego, OR 97035-0889. Deadline for application is Friday, October 7, 1994. Equal Opportunity Employer

Apply immediately. Send resume and cover letter that specifically addresses the type and amount of legal writing, editing and desktop publishing experience to: Personnel Officer Attn: APS, 5200 SW Meadows Rd, Lake Oswego, OR 97035-0889. Deadline for application is Friday, October 7, 1994. Equal Opportunity Employer

Residential Advisor

On-call Residential Advisors needed with minimum of High school diploma or equivalent and one year experience in counseling, social work, rehabilitation or vocational guidance. Work involves providing proper guidance to students to ensure positive group living relations. Involves shift and weekend work. Submit letter of interest and resume to:

Human Resources
31244 E. Crown Point Hwy
Troutdale, OR 97060
An Equal Opportunity Employer M/F/D/V

Shelter Assistant

Shelter Assistant in 24 hr. alcohol and drug free program for women and children. Crisis counseling, phones, "people skills" required. Minimum one year clean and sober, if in recovery. Graveyard, swing, weekend shifts, part-time. Call 224-7718 or send resume to P.O. Box 2398, Portland, Oregon 97208.

Wanted Operations Manager

Portland Radio Station. A minimum of five years experience required. Send resume to attention: Radio, PO Box 3137, Portland, OR 97208. Equal Opportunity Employer. No phone calls.

Multnomah County Foreclosed Property Coord

\$31,774-\$38,128; apply by October 7. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Legislative Administration Committee Now Hiring For The 1995 Legislative Session

- Mail Clerk
- Counter Clerks
- Producer
- Mail/Bill Clerk
- Information WATS Operators
- Session Legislative Guide

We are looking for ambitious people with a strong commitment to customer service.

Contact Employee Services for application materials at:
Phone: (503) 986-1373 Employee Services
Fax: (503) 986-1684 S-401 State Capitol
TDD: (503) 986-1374 Salem, OR 97310

Equal Opportunity/Affirmative Action Employer ADA Accommodations will be provided upon request.

Chief Financial Officer

Large and highly successful Oregon-based organization seeks Chief Financial Officer to both lead its financial and accounting department, and be a chief advisor to the CEO with a significant roll as part of the senior leadership team. This position has overall accountability to ensure financial systems are well run and accurate, and activities are business-focused and customer supportive. Our organization is going through major positive reengineering. We're looking for a successful track record of leadership -- someone who: understands and can lead and manage change; has established goals and accountabilities with support and buy in from staff; supports diversity; has exhibited the creative use of all resources; and has made the financial department a service and support department for their organization. The position is highly visible and is part of the executive management team. Will manage a staff of 100. Compensation is up to 70K, outstanding benefits. MBA, CPA a plus. An excellent opportunity for the right person. Please send resume to The Observer, PO Box 3137, Attention Office Manager.

Programmer Analyst

\$2159 - \$3527 Monthly

Adult and Family Services Division, State of Oregon, is recruiting for a Programmer Analyst. You must be willing to either commute or move to Salem, Oregon, where the position is located. If interested, you may obtain a copy of the announcement and the necessary Skill Code Supplement and a State of Oregon Application form (PD 100) from a local Oregon Employment Division Office, most any agency personnel office, or contact AFS Personnel Services, 500 Summer St. NE, 4th Floor, Salem, OR 97310-1013, phone (503) 945-5642, (TDD) (503) 945-5928; or Fax your request to (503) 378-3689. **If you meet the minimum qualifications. Follow the instructions on the announcement.** Please apply immediately. Your application **must** be received by the closing date, October 5, 1994. An Equal Opportunity Employer

Shelter Assistant

Shelter Assistant in 24 hr. alcohol and drug free program for women and children. Crisis counseling, phones, "people skills" required. Minimum one year clean and sober, if in recovery. Graveyard, swing, weekend shifts, part-time. Call 224-7718 or send resume to P.O. Box 2398, Portland, Oregon 97208.

Wanted Operations Manager

Portland Radio Station. A minimum of five years experience required. Send resume to attention: Radio, PO Box 3137, Portland, OR 97208. Equal Opportunity Employer. No phone calls.

Multnomah County Foreclosed Property Coord

\$31,774-\$38,128; apply by October 7. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Legislative Administration Committee Now Hiring For The 1995 Legislative Session

- Mail Clerk
- Counter Clerks
- Producer
- Mail/Bill Clerk
- Information WATS Operators
- Session Legislative Guide

We are looking for ambitious people with a strong commitment to customer service.

Contact Employee Services for application materials at:
Phone: (503) 986-1373 Employee Services
Fax: (503) 986-1684 S-401 State Capitol
TDD: (503) 986-1374 Salem, OR 97310

Equal Opportunity/Affirmative Action Employer ADA Accommodations will be provided upon request.

Executive Director Community Development

Seeking dynamic director for nationally known nonprofit intermediary supporting community-based development in Portland. Responsibilities include fundraising, grant program administration and evaluation, public policy development, training, and technical assistance. Resume and cover letter by 10/5/94 to The Neighborhood Partnership Fund, 621 SW Morrison, Suite 725, Portland, OR 97205. Call (503) 295-9995 for job description. Minorities and women strongly encouraged to apply. An equal opportunity employer.

Education

George Fox College is accepting applications for a tenure track teaching position in Communication Arts/Forensics for the 1995-96 academic year. George Fox College is a Christian liberal arts college affiliated with the evangelical Friends (Quaker) Church and committed to a Christian philosophy of higher education. Send a letter of application, resume, and statement of your view of Christian higher education to the Office of Academic Affairs, George Fox College, 414 N. Meridian Street, Newberg, OR 97132-2697; Fax (503) 537-3834. Review of applications will begin immediately and continue until position is filled.

Temporary Clerical Positions

Seeking long term temporary employees to work various clerical, customer service and secretarial assignments. Skills needed include: typing 50wpm, data entry, 10-key by touch. Computer experience to include WordPerfect for Windows, Word, and spreadsheets. Strong customer service and multi-line reception experience needed for some of the assignments. Salary range \$6.20 to \$8.00/hr.

Long Term Temporary

Long term temporary positions of 6 months+ require the following skills: Previous CRT/PC experience, the ability to stand for long periods of time and lift up to 35 lbs. Previous filing experience, demonstrated customer service experience and strong attention to detail is also required. Salary \$6.20/hr.

We welcome applications from 9:00am to 1:00pm, Mon.-Fri., at the Standard Plaza, L2 Level, 1100 S.W. 6th Ave., Portland.

Equal Opportunity Employer

Canvassers Wanted The City of Portland is a AA/EO employer.

Door-to-door canvassers are needed for the Solid Waste & Recycling Program of the Bureau of Environmental Services, City of Portland, to survey residents and relate public information on source reduction of garbage and how to recycle materials at the curbside. Canvassers may also be required to convey this information to citizens at public information forums. Good verbal and written communication skills are necessary. Contact Jerry Mounce, 823-7109.