

Careers & CLASSIFIEDS

STANDARD INSURANCE COMPANY

People. Not just policies.™
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.

Attorney

This individual will provide legal service and advice to the Group Division and the corporation as required to enable the company to achieve its goals and objectives in a proper and legal manner and protect the company from unintended liability. Must be licensed to practice in Oregon, and possess excellent written and verbal communication skills. Requires the ability to relate to a variety of audiences. Must be able to apply legal principles to complex business situations. Must also have advanced analytical, negotiation and problem solving skills. Experienced in state and federal court civil procedures, and a minimum of 2 years litigation experience required. Experience with insurance and ERISA law helpful. Select candidates will be required to provide a writing sample. Completed application must be submitted to be considered for this position.

Our job openings represent excellent opportunities to be associated with a growing company proud of its financial strength.

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 Monday, Jan. 16th, at 1 pm. Business hours are 8 am to 5 pm and a room is available from 9 am to 1 pm 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

Human Resource Office, Level 2
1100 SW 6th Avenue
Portland, OR 97204
Job Hotline # 321-OPEN (6736)
Equal Opportunity Employer

Warehouse

Energetic, enthusiastic person for half-time distribution clerk position. Responsibilities include assisting with volunteer supervision, restocking, inventory, greeting clients and general maintenance. Requires ability to train and motivate volunteers, lift 50 pounds, stand on concrete floor for long periods of time, and operate pallet jack, good math and communication skills. Some typing skills preferred. Position closes 1/18/95/ Apply at Oregon Food Bank, 3808 N. Williams, Portland. Equal Opportunity Employer.

Training Specialist (Core Trainer)

\$2633 - \$3536

Department of

Administrative Services
This position is located in the Recruitment and Career Services section within the Human Resource Management Division in Salem. This position supports and improves management and supervisory practice in state agencies by delivering up-to-date, responsive core curriculum training for state managers and supervisors.

This position requires three years of experience as a trainer, including responsibility for assessing, planning, designing, delivering and evaluating training needs in an organization and a Bachelor's degree in Business Administration, Education or Human Resources (Personnel) Management; or three more years of training and program management experience.

For additional information, a detailed job announcement can be obtained from any local Oregon Employment Division office, or you may call DAS Personnel at 378-4688. Applications must be received no later than 5:00 p.m., January 27, 1995.

Equal Opportunity/Affirmative Action Employer

Eugene Water & Electric Board

Manager of Information Services

We are looking for a strategic thinker and leader who will promote performance improvement via the use of information technology at the Eugene Water & Electric Board (EWEB). The Information Services (staff size 40) is in the process of evolving into a client-server, customer-oriented, data-driven unit. I.S. has recently been incorporated into a newly formed Performance Improvement Department reporting to EWEB's Assistant to the General Manager.

The successful candidate will have a minimum of seven years experience in IT. Five years in the electric utility industry is preferred. Experience with local area network client/server computing, data management concepts, and systems development are preferred. He/she will have good knowledge of utility processes and industry challenges, and possess excellent planning, communication, influencing, management, and organizational skills. \$59,862 - \$77,376/Annually. If you want to be part of a challenging opportunity to effect change in our company, please contact us for an application packet and questionnaire. Eugene Water & Electric Board, PO Box 10148, 500 E 4th Ave., Eugene OR 97440 Attn: Human Resources (503) 484-3769. Position closes Friday, February 17, 1995 5:00 p.m. EWEB values diversity in its work force and is an equal opportunity employer.

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Surveying

W&H Pacific, a multi-discipline engineering and planning firm, is currently seeking qualified individuals for the position of Field Survey Technician. Requires two years experience in all aspects of surveying. Familiarity with electronic theodolites and data collection required. Experience with Wild total station/data collection a plus. LSIT registration or college education in a related field also a plus.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. Applications may be obtained or resumes may be delivered, mailed or faxed to:

W&H Pacific
8405 SW Nimbus Ave.
Beaverton, Oregon 97008
Attn: Katherine Brown
Fax: 526-0775

We are an affirmative action/ equal opportunity employer

Civil Engineer

City of Milwaukie, OR

Salary \$2712-\$3461/month

(D.O.C.), full time plus excellent benefit package. Seeking a professional engineer that provides technical assistance to the City Engineer. Assists in most activities of the engineering division including field surveys, designs, project management and infrastructure planning (water, streets, sewer, storm) for both private development and City projects including engineering assistance to other City departments. May act as lead person on assigned projects, ensures timeliness, budget and administrative procedure compliance. Preference will be given to applicants having street/traffic engineering experience.

Requires: Bachelor's degree in Civil Engineering from an accredited college or university and have or be able to obtain within six months, and Oregon Professional Engineering license. Have a valid area driver's license. Prior work experience must include a minimum of 5 years employing technical skills and municipal engineering (as municipal employee or consultant) including survey, design and project management of sewer, water and street projects. Please try to pick up applications at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; contact Cynthia Nagy, Human Resources Asst. (503) 786-7507. All qualified candidates are encouraged to apply. Completed City Application and supplemental questionnaire must be received by 4 pm, Friday, January 27, 1995, in Human Resources at the above address. TDD #659-5171, Fax #(503) 652-4433. Resumes will not be accepted. EEO

Equal Opportunity/Affirmative Action Employer

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Development Officer for Acknowledgment and Stewardship

Portland State University seeks a full time Development Officer for Acknowledgment and Stewardship to assist with University-wide fund raising activities.

The Development Officer is responsible for preparing donor acknowledgments and other correspondence, constituency building, and assisting with organizing donor cultivation activities.

Qualifications include: Two or more years toward a bachelor's required; baccalaureate degree preferred; demonstrated experience in the areas of donor relations and educational fund raising; excellent interpersonal skills; excellent written and oral communication skills; and working knowledge of Word Perfect.

Interested candidates should send a letter of interest, resume and the names of three to: Denise Schmidt, University Development, Portland State University, P.O. Box 751, Portland, OR 97207. Review of applications will begin January 25, 1995 and will continue until a suitable candidate is identified.

Portland State University is an affirmative action/EEG employer. Women, persons from under represented groups, veterans and individuals with disabilities are encouraged to apply.

Patient Services Director

Planned Parenthood of the Columbia/Willamette seeks experience health manager for its six reproductive health centers. Supervision and health management experience required; clinician skills desirable. Must be person who craves the challenge of mission driven services in a competitive market place. Reply with cover letter and resume by January 17th to 3231 SE 50th, Portland, OR 97206. Equal Opportunity Employer

Social Services

Clinician

Adoptive Family Services, "Dash" Program

Part-time. Complete adoptive home studies. Work with families in facilitating and monitoring the adoption process. Act as liaison between private agency and CSD. Ability to use lap top computer required. Persons of culturally diverse backgrounds urged to apply. Pick-up application to The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Deadline January 20, 1995. Equal Opportunity Employer.

Washington County Management Analyst II

\$3,093 - \$3,760 per month
Apply by January 20, 1995

Inspector II/Electrical (Temporary)

\$3,019 - \$3,669 per month
Apply by January 20, 1995

Volunteer Coordinator (Program Educator) (Temporary/Part Time)

\$13.88 per hour
Apply by January 20, 1995

Personnel Technician
\$2,603 - \$3,164 per month
Apply by January 20, 1995

Administrative Specialist 2 (Bilingual and/or Sheriff's Office)

\$1,798 - \$2,185 per month
Apply by January 20, 1995

Call (503) 648-89606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to: Washington County Personnel 155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124 Women, minorities, and people with disabilities are encouraged to apply.

City Of Portland

Building Plan Examiner II

Approximate Hourly Salary: \$17.19 at entry to \$18.67 after six months

Building Plan Examiners review building permit applications and a full range of building plans, plot plans and specifications for the erection or alteration of commercial and complex residential structures to ensure compliance with housing and building laws, ordinances and codes. Applications taken on an open continuous basis. Can close at any time.

Recreation Coordinator II (Senior Leisure Services Specialty)

Monthly Salary: \$2,359 at entry to \$2,902 after 3 years.

Recreation Coordinator II is responsible for planning, developing, implementing and evaluating Citywide recreation and leisure services. Tentative closing date: Monday, January 23, 1995.

Senior Environmental Services Manager - Water
Approximate Annual Salary: \$59,218 entry to \$75,656 (seven steps).

The Director of Water Operations is responsible for collaborating with and providing technical and policy advice to political leaders, legislative bodies, policy and advisory groups, wholesale and retail customers, regulatory agencies and water industry, civic and special interest organizations. The Senior Environmental Services Manager provides direction to the Water Operations Group and is responsible for the Bureau's water supply, treatment, storage and transmission system. Tentative closing date: Friday, February 3, 1995.

Chief Engineer - Water

Approximate Annual Salary: \$59,218 entry to \$75,656 (seven steps).

The Director Engineering Services is responsible for collaborating with and providing technical and policy advice to political leaders, legislative bodies, policy and advisory groups. The Chief Engineer is also responsible for overseeing the activities of the Engineering Services Group in providing engineering, construction management and other related technical services to support acquisition of water supply, treatment storage, transmission and distribution facilities for the Water Bureau. Tentative closing date: Friday, February 3, 1995.

Apply at City Hall, Room 100,
1220 SW 5th Ave. Portland, OR 97204.

Applications also available at local TPIC branch offices, NE Workforce Center and Urban League.

Job Information call: (503) 823-4352 and TDD (503) 823-3520. The City of Portland is an AA/EEO employer.

Receptionist

Providence Health System

Full-time medical receptionist position open in our Providence Neighborhood Health Center located at 5279 N Lombard. Minimum 2 yrs secretarial exp and medical background is essential. Qualified candidate must have computer skills and familiarity with WordPerfect software; Lotus exp helpful. Bilingual skills are preferred. Competitive salary and excellent benefits offered. Applications may be requested or obtained in the Human Resources Department at Providence Medical Center, 4805 NE Glisan, Portland, OR 97213. (503) 230-6077. Equal Opportunity Employer.

Radio Traffic (Logging Ads)/ Bookkeeping

Prefer Acctg Exp. Good Computer skills. Prior Traffic Exp. A Plus - Send R - Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE

MEDICAL OFFICE ASSISTANT BE ONE



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503 281 4181 206 750-7969

Immediate Opening

Portland area radio station looking for experienced events coordinator - 3 years experience required. Send cover letter with resume to CCA Director P.O. Box 14957, Portland, OR 97214. No phone calls.
Equal Opportunity Employer

Portland Radio Station Seeks Accounts Payable Assistant

Radio Stations KEX and KKRZ have an immediate opening for a qualified applicant, preferably with media experience, in Accounts Payable. Responsible for check preparation, preparing and balancing reports for financials. Must have computer knowledge (Lotus 123 and Marketron very helpful), be detail-oriented and capable of working under time constraints.

KEX and KKRZ are owned and operated by Citicasters Co. - an equal opportunity employer. No phone calls please. Send resume to:
Carol Swanson
Personnel Dept. B
4949 SW Macadam Ave
Portland, OR 97201

Manufacturing Warehouse

Shipper needed for growing mfg. company. Ideal candidate will have one year whse/shipping/material exp. with min. six months forklift exp. \$6.50 hr. to start, benefits and review after three months. Apply direct M-F, 1 to 5 pm or send resume to 3580 NE Broadway, Portland, OR 97232. We are an Equal Opportunity Employer.

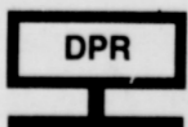
PC SUPPORT SPECIALIST

DPR is currently seeking qualified PC Support Specialists who are experienced with all or most of the following software:

- MS WINDOWS
- MS EXCEL
- MS FOXPRO
- MS WORD
- MS ACCESS
- MS LAN MANAGER

DPR is an equal opportunity employer and we offer excellent salary, paid Medical/Dental coverage, holiday & vacation. For consideration, mail or fax resume & salary history to:

DATA PROCESSING RESOURCES, INC.
707 SW Washington Street, Suite 1501
Portland, Oregon 97205
Attn: Terry Dixon
Phone: 790-9018 Fax: 790-0643



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1 - 4 p.m., Monday - Friday
1020 SW Taylor, #230

CALL 1-800-90KELLY



(Equal Opportunity Employer)

Jobs Forum

Rep. Ron Wyden will discuss employment opportunities in the Portland area with the Labor Department and other Federal agencies, as well as employers from throughout Portland. Job applications will be available and employers will offer tips to job seekers.

Date: Monday, January 16
Time: 10:00 am
Place: King Neighborhood Facility, 4815 NE 7th, Portland