

# Careers & CLASSIFIEDS

## Washington County

**Inspection Technician II**  
\$2450 - \$2969 per month  
Apply by March 17, 1995

**Equipment Mechanic I**  
\$2145 - \$2595 per month  
Apply by March 17, 1995

**Park fee Collector**  
(Temporary 4-5 Months)  
\$5.78 - \$6.06 per hour  
Apply by March 17, 1995

**Park Aide**  
(Temporary 7-8 Months)  
\$6.45 per hour  
Apply by March 17, 1995

**Parks Ranger**  
(Temporary 4 Months  
beginning in May)  
\$12.32 per hour  
Apply by March 17, 1995

Call (503) 648-8606/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.

## Principal Executive Manager E

(Field Operations Section Manager)  
\$40,380 - \$56,904/plus benefits  
The State of Oregon, Department of Consumer and Business Services, Building Codes Division is recruiting to fill the position of Field Operations Section Manager for its Salem Office. This executive level manager is responsible for providing leadership and management to the section. The section has the responsibility to direct, manage, and coordinate all structural, mechanical, electrical, plumbing and manufactured home set-up inspections throughout the state that are not administered by local jurisdictions. The position requires extensive travel throughout Oregon. For qualification information and application materials, contact Employee Services at (503) 378-8980. This recruitment closes Friday, March 24, 1995 at 5:00 p.m.

An Equal Opportunity Employer

## Occupational Safety Specialist 2

(Safety Compliance Officer)  
\$2,261 - \$3,008  
The State of Oregon Department of Consumer and Business Services Occupational Safety and Health Division is recruiting for Safety Compliance Officers. This recruitment will be used to fill vacancies throughout the state. There are current vacancies in Portland and Medford. If you are interested in the current vacancies you must submit your application by March 24, 1995. Safety Compliance Officers inspect work sites to ensure that Oregon employers meet the standards developed under the Oregon Safe Employment Act to protect the safety and health of Oregon workers. If you are interested in these positions, contact Employee Services at (503) 378-8980 for qualification information and application materials.

Equal Opportunity Employer

## Insurance Policy Services Director

Montana firm seeking an individual responsible for development and management of a customer-focused Policyholder Services unit. Bachelor's degree, in an appropriate field with 4-5 years experience in insurance including workers' compensation insurance. Enjoy a beautiful mountain community and lifestyle. For information and the necessary application form, please contact Debbie Svaidi, Montana State Compensation Insurance Fund, 5 S. Last Chance Gulch, Helena, MT 59601-4132. (406) 444-6523. Deadline 3/15/95. Equal Opportunity Employer.

## Operation Supervisors

Due to recent reorganization the Western Transportation Division of James River Corporation is receiving resume from experienced supervisors who meet the following criteria:

- Demonstrated success at developing others both technically and socially toward the achievement of goals in an environment where cultural change was necessary.
- Excellent written and verbal communication skills.
- College degree or demonstrated commitment to personal development.
- Experience in the transportation industry or a warehouse environment with a computer inventory management system in place is preferred but not required.

In addition to direct supervision of personnel, the successful candidate will lead process optimization projects. This position requires a willingness to work across all three shifts and on weekends as needed. The particular days off may vary from week to week.

If interested, please send your resume along with a cover letter including any schedule restrictions or preferences and salary history to:

Employment Department - Supervisor  
**James River Corporation**  
P.O. Box 3869  
Portland, OR 97208

We are an Equal Opportunity/Affirmative Action Employer.

## Data Processing PC LAN Administrator

Excellent opportunity for professional to design, maintain and upgrade PC and LAN Systems through hardware/software support including maintenance and troubleshooting for 200+ MS DOS PC workstations, printers, peripherals and LAN equipment. You will also direct software support and training for DOS, DBase, Lotus, Windows, cc:Mail, AmiPro, Freelance, Approach and other proprietary software. In addition, you will be responsible for local area networks administration of 2 Ethernet LAN's, and Novell.

Requirements include a BSCS degree or equivalent, and 5 years PC experience with a minimum of 2 years LAN administration responsibility.

We offer an excellent benefits package and growth opportunity. All qualified candidates send your resume with salary history to: Human Resources Mg, P.O. Box 17128, Portland, OR 97217.

Equal Opportunity Employer

## Customer Service Rep.

Career Opportunity available for experienced professional with Sales/Marketing/Customer Service background who values teamwork and continuous improvement. Requires 2 years inside sales experience and a college degree. Competitive salary, excellent benefits and excellent growth opportunity provided.

Please send resume with salary history to: Human Resources Mg., P.O. Box 17128, Portland, OR 97217.

Equal Opportunity Employer

## Teacher Assistant PT

Immediate opening for Teacher Asst. Exp required with high risk youth. Middle school/High school exp. Versatile skills. Part time position, max. 20 hrs/pr week. Salary based on experience. Call Rance 288-5813.

Minority and others encouraged to apply.

Equal Opportunity Employer

## Portland Parks Summer Playground Leader

10 wk program. \$6.50 & up. Call 823-5100. Applications due March 10. 1120 SW 5th Ave, Rm 1302, Portland, OR 97204.

## Portland Development Commission Loan Officer II

**Rental Housing Development**  
\$33,928 - \$49,200

The Housing Department with Portland Development Commission is seeking two qualified professionals to solicit and originate loan applications and underwrite real estate loans to owners of income-producing property. Successful applicants will possess the following qualifications:

- Ability to solicit new applications and market the department's rental housing financing programs.
- Ability to evaluate complex income property loan proposals.
- Ability to communicate and negotiate effectively.
- Knowledge of both public and private lending practices and federal multi-family funding programs.
- Experience in evaluating loan applications and determining creditworthiness of applicants and economic feasibility of projects.
- Bachelor's degree and 5 years equivalent combination of training and experience specializing in rental housing real estate financing.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., March 17, 1995. If outside Portland metro area, you may call our job hot line, (503) 823-3463 to request a packet.

Portland Development Commission  
1120 SW Fifth Avenue, #1100  
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

## Production Control Manager

(Principal Executive/Manager B)  
\$2511 - \$3535

Information Systems Section, Central Office of Adult & Family Services, Salem, Oregon. For duties and responsibilities, minimum qualifications and instructions obtain a State of Oregon application (PD100) and a copy of announcement #OC950162 from any Oregon Employment Division Office or contact Sandie Smith, AFS Information Systems, (503) 945-6066, TTY (503) 945-5928. Applications must be received by 5:00 p.m. March 27, 1995. An Equal Opportunity Employer.

## Juvenile Justice Secretary

Full-time, competent to work under pressure in multicultural setting with Social Services/Mental Health team. Excellent clerical, language skills, type 50 wpm, accuracy, confidentiality essential. WP 5.1 needed, Lotus 1-2-3 a plus. Salary based on training & experience. Benefits. Pick-up application at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland, or call (503) 222-9661, X211. Equal Opportunity Employer.

## A/R Clerk

Hollywood area manufacturer seeks people oriented individual to fill A/R position. Duties include cash receipts, auditing computer generated invoices, calculating customer accruals, determining brokerage commissions, and non payment resolution. Ideal candidate will have two years A/R experience, and experience with brokers and selling to the retail industry. Qualified persons apply or send resume to 3580 NE Broadway, Portland, OR 97232 between the hours of 1-5pm M-F. We are an equal opportunity employer.

## Life/Conversion Benefits Examiner

Evaluate and approve Group Life and related benefits to contribute to prompt and accurate claim settlement. Review, calculate and approve group conversions. Qualified applicants must have excellent oral and written communication skills, previous customer service experience, ability to work with detailed information is required.

## Waiver of Premium Examiner

Make disability decisions on Waiver of Premium claims to provide continued Group Life insurance coverage and timely and accurate benefit payments of survivor life and payout claims. Requires a minimum of one year experience in claims related processing or an equivalent combination of education and/or relevant experience. The ability to analyze and apply technical and/or legal information; plan, organize and prioritize own work, and the ability to express ideas clearly in written and verbal communications is also required. Working knowledge of group policies and medical terminology a plus.

Application deadline is Wednesday, March 15, 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

## Medical Services Accounts Receivable Specialist SS-2

Salary: \$1,147 - \$1,185  
Per Month Plus Benefits

Duties: CODA, Inc., seeks a full-time Accounts Receivable Specialist for the Outpatient Service Center located at NE 20th and Everett to: Assess charges and collect fees; handle aged accounts receivable; submit all title XIX billings; post current charges and receipts daily; maintain current third-party eligibility data on clients; travel to CODA residential treatment facilities to perform accounting services on-site (all locations are in Portland). **Physical Demands:** Must be able to work at a computer terminal for five hours a day. **Shift:** Position normally works Monday through Friday from 9am until 6pm. **To Qualify:** Candidate must demonstrate proficiency in effective oral and written communications; recording data accurately; EDP: ability to operate a keyboard terminal; use of 10-key calculator; medical billing experience; error-free typing at 40 wpm. Candidate must have experience or education demonstrating an ability to work independently and to train other staff in basic bookkeeping skills. A current, valid driver's license, reliable transportation, and liability insurability are required. 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.

## Job Opportunity

### City of Portland

#### Painter, (Commercial)

Approximate Monthly Salary: \$2,817 at entry to \$3,061 after six months. Tentative closing date: Friday, March 10, 1995. Sr. Facilities & Maintenance Supervisor, Facilities Specialty  
Approximate Yearly Salary: \$41,350 at entry. Tentative closing date: Friday, March 10, 1995.

#### Technician I & II (Environmental Specialty)

Approximate Monthly Salary: \$2,071 at entry for Tech I and \$2,777 for Tech II. Tentative closing date: Friday, March 17, 1995.

#### Field Representative

This is public contact, inspection and code enforcement work. Duties include resolving public concerns relating to sewer construction; field inspections to identify code violations; investigating parking complaints or requests; and/or enforcing business license requirements and collecting fees. Approximate Hourly Salary: \$12.49 at entry to \$14.33 after 1 year. Tentative closing date: Friday, March 17, 1995 (No Postmarks).

#### Sr. Planner - Urban Design

Leads a team of planners responsible for implementing the Design Review and Historic Preservation elements of the Portland Zoning Code by reviewing development proposals. Work with, advise members of the development, architecture, legal and lay community on code requirements, creative problem-solving and applying alternative dispute resolution techniques outside of the hearing process. Approximate Annual Salary: \$40,477 at entry to \$51,667 after 6 steps. Tentative closing date: Friday, March 31, 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.

## Program Supervisor

Program Supervisor needed for 22 bed residential care facility serving chronically mental ill adults from diverse backgrounds. Min. 2 years previous administrative and clinical supervision exp. required. Must be QMHP certified. Masters degree in mental health related field preferred. Send/fax cover letter & resume to Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211. Attn: HR-PS Fax: 249-8235. EOE Minority/Disabled encouraged to apply.

## Skill Developer

Skill Developer needed to administer skill assessments & plan & follow through w/skills training for chronically mental ill adults in areas incl nutrition, food prep, personal hygiene, leisure, money mgt & self advocacy. COTA or QMHA certificate required. Bachelors degree preferred. Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211. Attn HR-SK Fax: (503) 249-8235 EOE; Minority/disabled encouraged to apply.

## Aerobics Instructor

Premiere North Portland Health Club is seeking experienced and qualified Funk Aerobics Instructor. If you are a self-motivated and creative team player then contact Jeff at 283-5404.

## Confiscated Cars

Government seized cars from \$1001 Corvettes, mercedes, truck, boats. Houses and property too. For current buyers guide: (708) 985-9352 ext A1518. Also open e renir 's.

## Oregon State University

Maintenance Electrician, Facilities Services. A Limited-Maintenance Electrician's license-Industrial is required. \$2129/month. Contact OSU Department of Human Resources, 14th & Jefferson, Corvallis, OR 97331-2132, (503) 737-3103, TDD (503) 737-3088, for application materials. All application materials must be received by closing date of March 17, 1995.

## Postal Jobs

For application and information call: (708)985-9352

## Customer Service



We are proud to be on the leading edge of the dynamic cable television industry. To maintain our mission and enhance our ongoing commitment of total quality service to over 100,000 customers in the Portland area, we are looking for a:

### Customer Service Manager

- Manage the daily operation of the Customer Service and Repair Departments
- Maintain and develop systems to improve customer service retention
- Update staff on promotions, campaigns and company resources
- Develop, coach and mentor a staff of supervisors

**Requirements:**  
Three years management experience  
Demonstrated skills in analyzing statistical data and presenting conclusions  
Excellent written and oral communication skills

**Preferences:**  
Telephone customer service experience  
Knowledge of Automated Call Data (ACD) systems and management  
College degree

We offer competitive compensation, excellent benefits, including free Cable TV and the opportunity to work in a team environment and drug free workplace. Please apply to:

Paragon Cable  
3075 NE Sandy Blvd.  
Portland, OR 97232

## Multnomah Education Service District

### Job Information Hotline

257-1510  
257-1518 TDD

An Equal Opportunity Employer & Drug Free Work Place