

CLASSIFIEDS

Collections Specialist

\$2,060-\$2,549/month

The City of Eugene is accepting applications for Collections Specialist. The position is responsible for coordinating accounts receivable for Municipal Court, establishing pay dates for debtors, and taking appropriate action on delinquent accounts. Three years of experience in court, legal, and/or collections or any combination of related education and experience equal to five full-time years is required. Preference may be given for people fluent in Spanish. The City of Eugene values diversity in its work force, and encourages people of color to consider this opportunity. Closing date for applications: December 22, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401 or call (541) 687-5061/AA/EOE

FINANCIAL

Tellers

Washington Mutual Bank is seeking self-motivated, sales oriented individuals for part-time and full-time teller positions in the greater Portland Metropolitan area.

Anyone interested in a Teller position with Washington Mutual must participate in a Teller Assessment. The assessment will give you a better understanding of the demands of the job and will help us obtain an objective measurement of your aptitude for a teller job.

Previous teller experience is not a requirement. Minimum qualifications include 6 mths cash handling, retail sales or book-keeping experience. Prospective candidates must complete a Teller Assessment Request Form. This form is available at all Washington Mutual Financial Centers; the Human Resources Dept located at: 851 S. W. Sixth Ave., Suite #230, Portland; or you may call (503) 231-8981 to have one mailed to you.

Applications for teller will only be accepted from Candidates who have passed the teller assessment.

Equal Opportunity Employer
m/f/d/v

HEALTHCARE INSURANCE



BlueCross BlueShield of Oregon
HMO Oregon

FEP Medical Claims Analyst

These positions are responsible for accurate and timely of FEP claims. Experience necessary to perform this task will include:

- 1 year recent experience doing medical paperwork in as doctor's office, hospital or other medical facility. Prefer recent claims processing experience.
- Demonstrated knowledge of medical terminology, anatomy, ICD9 and CPT Coding. This may be obtained through a classroom setting or office experience.
- Fast accurate CRT and 10 Key skills and previous experience working in a production environment.
- The ability to communicate effectively orally and in writing.

This position also requires being able to work overtime hours as needed.

Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements and place ad #292 at the top of your resume or in your cover letter.

Blue Cross and Blue Shield of Oregon/ HMO Oregon

Human Resources Dept., 3rd flr
100 S.W. Market
Portland, OR 97201
TDD# 225-6780
Equal Opportunity Employer

Human Resource Generalist

\$2,612-\$3,332/month

The City of Eugene is accepting applications for a Human Resource Generalist to oversee the recruitment and selection function for the Department of Public Safety. The position will design recruitment and selection processes; analyze selection devices and recruitment strategies, including adverse impact analysis, and will do affirmative action/diversity planning. The position will provide staff support in other areas of Human Resources, including employee relations, classification experience in Human Resource Management which must include experience in the area of recruitment and selection is required in addition to a bachelor's degree with course work in Human Resources, Industrial Relations, Business or Public Administration, or a related field, OR any combination of experience and training that would provide the required knowledge and abilities. The City of Eugene values diversity in its work force, and encourages people of color to consider this opportunity. Closing date for applications: December 22, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401, or call (541) 687-5061. AA/EOE

Accounting Analyst

This is a 20 Hour Per Week Job Share Position

Position requires four year Accounting degree and a minimum of two years advanced accounting experience, such as preparing complex financial statements and analysis, managing projects, debt financing, cash management and in-depth accounting research. Or, an equivalent combination of education or experience which provides the competencies such as an A.A. Degree in business or finance and 4 years of advanced level accounting experience in a utility or similar industry.

For information and application packet contact Eugene Water & Electric Board, P O Box 10148, 500 E 4th Avenue, Eugene OR 97440 Attn: Human Resources or (503) 484-3769. Position closes on Friday, December 22, 1995 at 5:00 p.m.

EWEB values diversity in the work force and is an equal opportunity employer.

Budget/Rates Analyst

Position requires three years of experience in rate making, management accounting, municipal finance or related field. Bachelor's Degree in Accounting, Economics, Business Administration or related field. A valid driver's license is required.

For information and application packet contact Eugene Water & Electric Board, P O Box 10148, 500 E 4th Avenue, Eugene OR 97440 Attn: Human Resources or (503) 484-3769. Position closes on Friday, December 22, 1995 5:00 p.m.

EWEB values diversity in the work force and is an equal opportunity employer.

Residential Counselors

needed for residential & shelter homes in Portland serving adolescents. Various positions & shifts available. Full & part-time positions require ability to meet corporate auto driving requirements. Salary range is \$6.75 -- \$7.00 per hour. Full-time positions qualify for full benefits & half-time positions qualify for pro-rated benefits. On-call positions pay \$5.50 - \$6.50 per hour, no benefits.

Complete required agency application at Janus Youth Programs, 738 NE Davis, Portland. Positions open until filled. We value diversity.

TELECOMMUNICATIONS



BlueCross BlueShield of Oregon
HMO Oregon

Senior Telecommunications Technician

Qualified candidates must have a minimum of five years experience in the telecommunications industry and a good working knowledge of telephone systems, peripherals and associated circuitry. Requires experience with ROLM 9751 PBX hardware and software, Phonemail, and copper and fiber communications media. Must be skilled in software configurations, network interfaces, and communications design concepts.

Must be flexible to work as variety of hours and weekends due to corporate projects. This position is required to work on-call. The successful candidate will be responsible for:

- Providing technical support for implementing and maintaining corporate telephone and telecommunications systems.
- Troubleshooting and correcting network problems, installing telecommunications equipment and circuits, evaluating vendors products, an assisting in network design.
- Creating and maintaining procedures and documentation used in support of telecommunications networks.

For more information about current openings call our Job Information Line: 1-800-231-1617.

Pre-employment drug screening required. To assure your resume is processed immediately, place the position number or job title at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon/ HMO Oregon

Human Resources Dept., 3rd flr
100 S.W. Market
Portland, OR 97201
TDD# 225-6780
Equal Opportunity Employer

Washington County

Inspection Technical I
\$2180 per month
Apply by December 15, 1995

Community Health Supervisor
\$3694 per month
Apply by December 22, 1995

Call (503) 648-8606/TTY (503) 693-4898 for information. County apply and supplemental application forms required. Apply to:

Washington County Human Resources Division
155 N. First Avenue, Suite 210
Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

Law Enforcement



STATE TROOPER APPLICANTS

Oregon State Police is accepting applications for Recruit Troopers until December 31, 1995.

Minimum Qualifications:

- 21 years of age
- High School diploma or equivalent
- Licensed to operate a motor vehicle
- No felony convictions

Starting salary is \$2,656 per month for the first year.

Call OSP Job Line at (503) 378-3725, extension 4131. Applications may be picked up at any State Police Office, or write:

OREGON STATE POLICE
Personnel Services Division
400 Public Service Building
Salem, OR 97310
Voice/TTY (503) 378-3720
Fax (503) 378-2360

An Equal Opportunity Employer

Remodeling Sales Assistant

Trainee position leading toward commissioned residential remodeling design and sales. Education and/or experience in some combination of interior design, interior architecture, architecture, or housing; and in board drafting. CAD experience as plus. Sales experience a plus. Waged entry level position with benefits. Job description available on request. Send resume and cover letter to: Julia Spence, Neil Kelly Designers/Remodelers, 804 N. Alberta St., Portland, OR 97217.

Administrative Assistant

Provides administrative and secretarial support to Management Team members. Position requires BA +4yrs exp. or AA +5yrs exp., demonstrated organizational and communication skills, ability to prioritize and work with limited supervision, strong project management skills. Salary \$20,825. Resume/ Appl: VOA-LD, 537 SE Alder St., Pld, Or 97214 Equal Opportunity Employer.

Radio

Advertising Sales

Fastest growing format in the country Newly upgraded signal. Marketing Department has increased four-fold March 1995! We need an experienced Radio Marketing Consultant. CRMC preferred. Position includes existing account list.

Fax Commission history to: General Sales Manager, Spirit FM 503-238-7202. No calls please. An equal opportunity employer.

Bids

Portland Community Redevelopment Corporation is currently accepting bids from general contractors for construction of a single family home on N. Fiske Ave. Interested parties should contact PCRC at 283-1096. Bids are due on December 15 on or before noon.

Job Opportunity: CITY OF PORTLAND

Program Specialist (Communications Specialty)
Position within the Bureau of Environmental Services that provides research, interviews compiling and analyzing data, writing reports, and public relations work. Approximate Monthly Salary: \$3,201 to \$4,087. Tentative Closing Date: Friday, December 15, 1995. No Postmarks Accepted.

Customer Services Representative (Information & Referral Specialist)
Specialized customer service work dealing directly with the general public providing information, responding to customer inquiries and complaints in person and over the phone. Approximate Monthly Salary: \$1,693 at entry to \$2,361 years. Tentative Closing Date: Friday, December 15, 1995. No Postmarks Accepted.

Building Maintenance Mechanic
Position is in the operation, preventative maintenance, and minor repairs of heating, cooling, ventilation systems and other building equipment such as lights, plumbing fixtures and office furniture. Approximate Hourly Salary: \$16.25 at entry to \$17.66 after 6 months. Tentative Closing Date: Friday, December 15, 1995. No Postmarks Accepted.

Program Specialist (Urban Forestry Specialty)
Work includes coordinating the City's efforts to improve the urban forest by assisting in securing funding, educating the public and bureau staff, managing projects pertaining to the urban forest. Approximate Monthly Salary: \$3,201 to \$4,087. Tentative Closing Date: Friday, December 15, 1995. No Postmarks Accepted.

Assistant Program Specialist - Parks Security Specialist (Permanent Park Time)
Position responsible for managing Parks and Recreation's Security Program. Approximate Monthly Salary: \$3,040 at entry to \$3,884. Tentative Closing Date: Friday, December 8, 1995. No Postmarks Accepted.

Landscape Designer
Performs architectural work developing and administering project and participating in a community consensus process to assess public needs. Approximate Monthly Salary: \$2,777 at entry to \$3,373. Tentative Closing Date: Friday, December 8, 1995. No Postmarks Accepted. Submit completed applications to City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204. Some applications are also available by Tuesday at local and Urban League.

Job information call: (503) 823-4352 and TDD (503) 823-3520.

The City of Portland is an AA/EEO employer.

Garlington Center Behavioral Healthcare

Crisis clinician needed to provide phone and walk-in triage, community outreach, assessment, on-call & hospitalization services to diverse population of chronically mentally ill adults. Min 2 yrs prior exp req. Masters degree in mental health related field req. Ref# AD-C.

Residential housing specialist needed to work on interdisciplinary team to access housing for chronically mentally ill adults. Prior exp working w/ landlords, public & private agencies preferred. Strong client advocacy skills a must. Valid driver's license & reliable transportation req. Masters degree in mental health related field pref. Ref#AD-RHS

Case mgr needed to join dynamic team based on assertive community treatment model. Duties include providing full range of case mgt services of chronically mentally ill adults from multicultural backgrounds. Min 2 yrs related exp a +. QMHP or QMHA reg. Ref# AD-M.

Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR Fax 331-5956 EOE Committed to diversity. No phone calls please.



Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and a leader in team building and public involvement efforts. We are a team-oriented, values-based, progressive organization that has immediate opportunities for the following position:

Project Coordinator (Team Development Coordinator/Process Consultant)

We are seeking an experienced organization development (OD) specialist for this position in Salem. Will facilitate organization improvement via analysis, design, and delivery of team development, interventions and other OD projects. Requires 4 years of administrative experience, including 2 years overseeing on-going OD project/program. Bachelor's degree in HR Management, Business or Organization Development may substitute for 2 years of general administrative experience. Salary \$2605-\$3471/month + benefits. Applications will be accepted through 5:00 p.m. on December 11.

Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854) to request application packet. For other opportunities call our JOBLINE at 800-233-1618 (in Oregon), (503) 986-3847 (out-of-state). Equal opportunity employer.

CITY OF PORTLAND BUREAU OF PURCHASES AND BUREAU OF BUILDINGS

is providing Nuisance Abatement Training.

Tuesday, December 12, 1995

from 9:00 am to 1:00 pm

at the Portland Building

1120 S. W. Fifth Avenue

Room 902

Portland, OR

Pre-Registration: Denise Johnson 823-6853

Registration deadline: 12/11/95