

# CLASSIFIEDS

## Finance Coordinator

Portland Development  
Commission  
\$45,706 - \$68,559

Solicits, originates and underwrites real estate loans and other financing products to owners of large income producing properties. Financing products include loan programs, City tax exemption programs, bond financing, and the City's fee waiver program. Analyzes financial feasibility and negotiates financing terms and conditions. Works within self-managed team, sharing responsibility for team performance, decision making and continuous improvement. Requires: ability to communicate, negotiate, and work in a team setting; ability to solve problems and identify innovative financing solutions to complex financing structures; background in bond financing, tax credits and other financing packaging; knowledge of federal housing programs, word processing and spreadsheet programs; five years related experience in real estate loan origination, processing and underwriting, including 4 years of income property financing.

Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets and resumes must be returned by 5:00 p.m., October 11, 1996.

Portland Development  
Commission

Attn: HR / Fin Coord

1120 S. W. 5th Avenue, #1100  
Portland, OR 97204

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

**Bank Of Newport** is seeking a qualified applicant for the position of Loan Processor in Newport.

...Formal training in an appropriate discipline, or equivalent on-the-job training and experience

...solid understanding of departmental professional/functional goals and how they contribute to the Bank's business objectives

...Effective verbal, written communications, and presentation skills

...Demonstrated effective project/time management skills

...Ability to work effectively in a team environment as well as accomplish work assignments under minimal supervision and under sometimes tight schedules

...Ability to meet bonding requirements for employment purposes

Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301

Come grow with the "SUPER COMMUNITY BANKING" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, Bank of Vancouver West Coast Trust and West Coast Data Services.

Equal Employment Opportunity Employer M/F/V/D

## Production Position Open

Experience required. Must be versatile - possessing the ability to create promos and sweepers and results oriented commercials. Digital/computer experience (session 8/ audio/vault). Writing skills a must. Send tapes and resume to attention General Manager, 0234 SW Bancroft - Portland, OR 97201 - No phone calls. Equal opportunity employer.

## Finance Specialist

Portland Development  
Commission  
\$39,435 - \$59,205

Solicits, originates and underwrites real estate loans and other financing products to owners of rental housing projects, which generally consist of 1 to 8 units. Financing products include loan programs, city tax exemption programs and fee waiver program. Analyzes financial feasibility of projects and negotiates financing terms and conditions. Works within self-managed team, sharing responsibility for team performance, decision making and continuous improvement. Requires: ability to communicate, negotiate, and work in a team setting; knowledge of income property/commercial real estate practices; background in federal, state and local housing finance programs; computer skills; three years related experience in real estate loan origination, processing and underwriting, including 2 years of income property financing.

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## Marshall Caring

### Community Pregnancy Prevention Project

Seeking three youth workers to coordinate school-based activities for Outer Southeast Portland middle school and high school girls. Qualifications: experience with individual, group and educational activities with low-income, culturally diverse girls; knowledge of community/school collaborations; team work; prefer knowledge of community; evening, weekend hours. One position requires project equivalent work experience. Starting full-time salary range \$15,717 - \$23,556; project coordinator \$16,711 - \$25,038 depending upon experience. Positions contingent on funding. For application call (503) 222-9661, ext. 117. Deadline October 11, 1996. Equal opportunity employer.

Pick up application at The Boys & Girls Aid Society, 018 SW Boundary Ct., Portland or call 503-222-9661.

**Bank Of Newport** is seeking a qualified applicant for the position of PBX Operator, P/T, in Newport.

...Good telephone, communication, and interpersonal skills

...Some computer skills: WordPerfect and Quattro Pro desired

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Equal Employment Opportunity Employer M/F/V/D

## Head Start Of Yamhill County

Now accepting applications for the following positions:

**Education Coordinator** ---- Insures compliance with head Start performance Standards. Plans/implements staff training and developmental preschool curriculum. Effectively communicates both orally and in writing. Must have the demonstrated ability to supervise. FT \$11.06 - \$13.19/HR Aug. - June BA/BS in ECE or related field and 2 yrs exp. or equiv. combination. Bilingual (Span-Eng) desirable. Open until sufficient applications are received.

**Family Educator** --- Provide Family Support and Advocacy. Plan/implement developmentally appropriate Teaching Home Visits and Classroom for 3 yr olds. Supervise classroom staff and volunteers. AA in ECE or CDA required plus 2 yrs exp. FT Sept-May \$8.98 HR. Closes Oct 11, 5:00PM

Positions require ability to meet basic physical qualifications, current ODL, and insured vehicle or acceptable alternative available for use on the job.

Apps and infor available at 800 NE Second St. McMinnville. 472-2000. Include resume w/ application.

Head Start of Yamhill County offers an excellent benefits package and is an Equal Opportunity Employer.

## Washington

### Mutual

#### Tellers

### Excellent Career Opportunities!

Washington Mutual is seeking self-motivated, sales oriented individuals for full and part-time teller positions. We currently have full-time openings at the following branch locations: Glisan, Beavercreek, Clarkamas So., Woodburn, Tualatin, Portland, Canby, Gresham, Hollywood West, Peninsula, Raleigh Hills, and Johnson Creek. Current part-time location include: reg. 13 float, Sunset Esplanade, Tigard Towne Square, Rockwood, Lake Oswego, Hollywood West, McMinnville and Hawthorne. Starting salary is \$1260-1540 a month, plus performance awards and opportunities for advancement.

Anyone interested in a CR position must participate in 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 position. Previous teller experience is not a requirement. To obtain a teller assessment form, stop by any bank branch or call 231-8981 to have one mailed to you.

Applications for teller positions will only be accepted from candidates who have passed the Teller Assessment. Call our Job Hotline at 1-800-952-0787 for a complete list of current openings.

Equal Opportunity Employer m/f/d/v

**West Coast Data Services** is seeking a qualified applicant for the position of Proof Operator, Peak time, in Salem.

...Good hand-eye coordination and manual dexterity

...Basic 10-Key operations skills and familiarity with computers and other general office equipment

...Ability to work well with others in a team environment

Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301

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## Portland Development Technician

Portland Development  
Commission  
\$25,404 - \$36,352

Responsible for administering the City of Portland's fee waiver program and property tax exemption programs, monitoring compliance of federally funded Davis Bacon projects and responding to audits. Requires: ability to interpret federal and local statutes and program regulations; knowledge of real estate and construction terminology, real estate development processes and loan processing procedures; spreadsheet and word processing skills; attention to detail; ability to work collaboratively within a self-managed team; one year experience in construction or a regulatory compliance related field and six months experience in monitoring Davis-Bacon Act or similar prevailing wage law.

Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets must be returned by 5:00 p.m., October 11, 1996.

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Attn: HR/PDT

1120 S. W. 5th Avenue, #1100  
Portland, OR 97204

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## Customer Service Representative

Public relations work receiving the general public both in person and over the telephone, directing calls, providing bus schedule and route information, selling bus passes, assisting customers with complaints, and assisting customers with lost and found inquiries. Starting wage \$8.51 per hour. Detailed description and application form available at Salem Area Mass Transit District, 3140 Del Webb Ave., N.E., Salem, OR 97303. Completed applications must be received at District by 5:00 p.m. October 11, 1996. an equal employment opportunity employer.

## Employment



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. Currently, openings exist in the following agencies:

**OREGON DEPARTMENT OF TRANSPORTATION**  
Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have immediate opportunities for the following positions:

**Environmental Program Coordinator (Assistant Project Manager)**  
We are seeking applicants for position in Salem. Will assist in the preparation of environmental reports and documents; participate in project development; and monitor progress on assigned projects. Requires a Bachelor's degree with 30 quarter or 20 semester hours in an environmental science, a physical science, a natural science, land use planning, engineering, or a closely-related field; OR three years of technical office, lab, or field work experience developing environmental programs. Preference may be given to applicants with computer database and spreadsheet software experience. Salary \$2,135 - \$2,922 monthly + benefits. Completed application materials must be received by October 18, 1996. Announcement No. OODT6322. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Photogrammetry Technician**  
We are seeking applicants for a position located in Salem. Will perform field survey work required to obtain photogrammetric control surveys for photogrammetric mapping to prepare plans. This position works statewide establishing the horizontal and vertical control necessary to produce topographic and digital terrain maps and establishes geodetic control monuments using conventional and Global Positioning Satellite (GPS) surveying methods. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and two years of experience directly related to engineering; OR three and one-half years (42 months) of engineering experience. A related Bachelor's degree may substitute for the Associate's degree in Engineering Technology. NOTE: Position requires extensive statewide travel. Salary \$1,758 - \$2,399 monthly + benefits. Completed application materials must be received by October 14, 1996. Announcement No. OODT6335. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

**OREGON LOTTERY**  
Opportunities with the Oregon Lottery! Recognized as a national leader! We invite applications for the following positions:

**Internal Auditor (\$3,054 monthly)**  
This is a one-year, limited duration position. (December 1, 1996 to December 1, 1997) The Internal Auditor supports the assessment of the Lottery control structure, legal compliance, performance and operation efficiency by planning and performing audit activities, preparing audit recommendations and reviewing Lottery activities to prevent and detect concerns. To qualify, you must have a CPA, CIA, CISA or CFE certificate and three years of accounting experience and/or financial auditing experience. Position is located in Salem. Announcement No. OLL177006. Position closes October 4, 1996.

**Senior Maintenance Technician (\$2,606 to \$3,309 monthly)**  
The Senior Maintenance Technician performs manual work in the maintenance and preventive maintenance of the Lottery building and grounds. To qualify, you must have 4 years of trades/maintenance experience which includes completion of a formal or informal apprenticeship program in the following areas: heating, cooling, plumbing, electrical, and/or mechanical equipment; and carpentry, painting, janitorial, and/or landscaping; and responsibility for coordinating the work of other trades/maintenance personnel. A Limited

## Loan Processor/ Closer

Portland Development  
Commission  
\$27,849 - \$40,391

Responsible for closing loans and other financing agreements. Prepares commitment letters; drafts loan documents; and facilitates information collection between housing delivery team and external contacts, including customers, title companies and others involved in the development and financing of housing projects. Technical knowledge of real estate law and finance, including expertise in acquisition and disposition closing services. Minimum 3 years loan closing experience and acquisition/disposition closing experience. Strong attention to detail and ability to work collaboratively within a self-managed team. Active listening skills in customer and teamwork setting required.

Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets must be returned by 5:00 p.m., October 11, 1996.

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Attn: HR / LP

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Portland, OR 97204

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## Survey Field Technician

W&H Pacific, a rapidly growing leader in engineering, planning, surveying and consulting services, is seeking a talented professional who can provide creative solutions and superior service.

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.

As one of the *Oregon Business 100 Best* companies to work for in Oregon, we can offer excellent benefits, advanced equipment, and opportunities for growth and development. If you value a team oriented environment with professionals who work hard and play hard, we'd like to hear from you. Please mail or fax resumes to:

W&H Pacific  
8405 SW Nimbus avenue  
Beaverton, OR 97008  
Fax: (503) 526-0775

Attn: Human resources  
We value diversity and are an equal opportunity employer.

**Bank Of Newport** is seeking a qualified applicant for the position of Teller, P/T, in Toledo.

...Prior teller experience required

...Good customer service and cash handling skills

...Attentive to detail

Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301

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Equal Employment Opportunity Employer M/F/V/D

Manufacturing Plant or a Limited Maintenance Electrical License is required. Announcement No. OLL177009. Position closes October 9, 1996.

## Communications Specialist (\$2,374 to \$3,010 monthly)

The Communications Specialist will consult, plan, design, implement, install, modify, test, diagnose and maintain the systems hardware and software of the Lottery's data/voice communication networks. You must have 2 years of technical communications experience which included the setup, operation, maintenance, analysis and trouble shooting of data/voice communication hardware and software; OR 2 years of technical training in data/voice communication and 6 months of experience in data/voice communication. Preference will be given to applicants with the following experience and/or certifications: Telematics frame relay management system experience; Northern Telecom PBX Certification; and/or limited electrical/low voltage license. (Be specific in describing your experience and/or training on the application.) Announcement No. OLL177008. Position closes October 8, 1996.

## Field Representative 1 (\$1,965 to \$2,488 monthly)

The Field Representative 1 maintains, services, accepts and enrolls Lottery equipment in retail outlets in an assigned area of the state, and/or at the warehouse location in Salem. To qualify, you must have one year of electronic experience which included digital electronics or one year of equivalent training. This position is located in the Portland Metro area. Announcement No. OLL177005. Position closes October 4, 1996.

For these positions, you must complete a Lottery application or a State of Oregon application form (PD100). Job announcements and application forms are available at the **Lottery office located at 500 Airport Road SE in Salem or at any local office of the Oregon Employment Department.** Applicants are subject to an extensive background check. Women, minorities and persons with disabilities are encouraged to apply. For more information call (503) 540-1323. Send completed application materials to Oregon Lottery, Human Resources, PO Box 12649, Salem, OR 97309.

## BOARD OF MEDICAL EXAMINERS

### Assistant Executive Director

If you are a self-motivated team player with management and public relations experience, read out! The Board of Medical Examiners, a licensing and disciplinary board, is looking for a half-time Assistant Executive Director to share in the administration of the agency and to serve as chief of public relations/public education/communications. Our successful candidate must have six years experience in supervision, staff/technical, or professional-level work related to public relations/communications. Strong public relations skills and excellent verbal and written communications ability are essential. Media experience a definite plus. Half-time salary range is \$1,527 to \$2,150 monthly, with good benefits package. Call (503) 229-5873 ext 225 for application packet. Job closes October 21, 1996.

### Administrative Assistant (Registration Coordinator)

If you are looking for a challenging experience which can prepare you for a career advance, this is the position for you. The Board of Medical Examiners, a licensing and disciplinary board, seeks a detail-oriented person with supervisory skills to fill a one-year limited-duration position as head of its registration and data processing departments. The person in this position will supervise two data entry positions in addition to having responsibility for biennial license renewal of 12,000 licensees. The successful candidate must have 3 years of clerical/secretarial experience which included two years at a full performance level performing typing, word processing, or other generation of documents, and lead work responsibility or coordination of office procedures. Training may substitute for up to 1 year of experience. Salary range is \$1,704 to \$2,261 monthly, with excellent benefits package. Call (503) 229-5873 ext 222 for application packet. Job closes October 21, 1996.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit our local Employment Department, or log onto our web site at <http://www.das.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

Advertise In  
The Portland Observer  
Call (503) 288-0033