

# CLASSIFIEDS

## Accounting

**Head Start/ECEAP  
Economic Opportunity  
Committee Of  
Clark County, Inc.**

Protective Payee Clark - \$8.88/hr. High School Diploma or equivalent (GED). Two year college or business school degree, with major course work in bookkeeping. 1 year of bookkeeping experience may be substituted for each year of college. Demonstrated ability in using WordPerfect, Lotus 1-2-3, Quicken and MIP fund accounting. 35-40 hrs/wk., 229 days/yr.

Obtain application package, 9 a.m. - 4 p.m. Mon-Fri., EOC Office, 10621 NE Coxley Dr., Ste. 207, Vancouver, WA 98662 (360) 896-9912. Application deadline is Tuesday, October 22, 1996 at 12:00 p.m. EEOC/AA

## Secretary

**Head Start/ECEAP  
Economic Opportunity  
Committee Of  
Clark County, Inc.**

Secretary - \$7.52/hr. Minimum 2 years clerical experience; 1 year of college or business school course work may be substituted for 1 year of experience. Demonstrated ability to type 55 wpm, WordPerfect 5.1 required. Lotus 1-2-3, desktop publishing and graphics highly desirable. WordPerfect test will be given. 35-40 hrs/wk., 46 wks./yr.

Obtain application package, 9 a.m. - 4 p.m. Mon-Fri., EOC Office, 10621 NE Coxley Dr., Ste. 207, Vancouver, WA 98662 (360) 896-9912. Application deadline is Tuesday, October 22, 1996 at 4:00 p.m. EEOC/AA

## Counselor

Central City Concern, a non-profit agency, has an immediate opening for a Counselor. Qualified applicant must be detail-oriented with experience in alcohol and chemical dependency. Must possess CADC I or II, CADC II is preferred. \$22,880 - \$24,440 FTE. Women and minorities are encouraged to apply. Please send resume and cover letter or apply in person to Central City Concern, 2 NW Second Avenue, Portland, OR 97209. Equal Opportunity Employer

**COMMERCIAL BANK** is seeking a qualified applicants for the position of **Teller, On-Call**, in West Salem.

...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

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**

**Rider Advocate, Rider Advocate Program  
Northeast Coalition Of  
Neighborhoods, Inc.**

Previous knowledge and experience on Tri-Met bus lines in the Portland Metro area. Experience in working with diverse groups. Demonstrated customer service experience. Starting salary \$8.50 hr. **Must apply in person to NE Coalition of Neighborhoods, 4815 N.E. 7th, Portland, before October 25, 1996, 5:00 p.m. No Telephone Calls. EEO Employer.**

## Cut Your Grocery Bill

By up to 50% - Grocery Savings Book lets you select coupons you want from over 900 Name Brand products.

503-617-1835

**COMMERCIAL BANK** is seeking a qualified applicants for the position of **Operations Officer** in Salem.

...BS/BA degree or comparable job experience in a similar position.

...Effective verbal and English writing communication skills and solid math skills

...Strong attention to detail and ability to operate a variety of office equipment used in Retail Banking operations.

...Strong organizational and project management skills

...Ability to deal with a variety of diverse projects at the same time

...Thorough understanding of Bank and Branch services, products, business practices and procedures

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**Equal Employment Opportunity Employer M/F/V/D**

**BANK OF NEWPORT** is seeking a qualified applicants for the position of **Teller** in Toledo.

...Prior teller experience required

...Good customer service and cash handling skills

...Attentive to detail

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**Equal Employment Opportunity Employer M/F/V/D**

**Administrative Assistant** - for Development dept. requires strong office/admin skills, incl. 60 WPM, computer (WordPerfect and quattroPro), detail oriented, file maint., excellent communication, interpersonal and organizational skills. FT + benefits. Send letter with salary requirements & resume by 10/25/96 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

## Social Service

**Crisis Intervention Counselor II**, Full-time. Provide phone & face-to-face crisis counseling plus short-term case management for families & youths age 9-17. Master's degree required. Salary range \$16,711.50 - \$25,038 depending upon experience. Excellent benefits. For application call The Boys & Girls Aid Society, 503-222-9661, X240. Application accepted until 10/28/96. Equal opportunity employer.

**WEST COAST DATA SERVICES** is seeking a qualified applicants for the position of **ATM Clerk** in Salem.

...Minimum of one year banking experience, including knowledge of basic debit/credit entry bookkeeping

...Experience operating on-line terminal, personal computer, modem, and word processing programs preferable

...Ability to type a minimum of 40 WPM required

...Ability to learn and follow all compliance and regulatory procedures

...Strong telephone skills required

...Ability and desire to function in a self directed team environment

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**Equal Employment Opportunity Employer M/F/V/D**

**COMMERCIAL BANK** is seeking a qualified applicants for the position of **Central Vault Assistant**, 20hrs in Salem.

...Assist Central Vault Teller with dual control cash custody, and daily vault balancing. Process in mail deposits

...Assist Central Vault Teller with negotiable instrument distribution and record keeping

...Assume Central Vault duties in absence of Central Vault Teller

...Perform similar related duties as assigned

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**

## Washington County

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

**Community Health Nurse II**  
\$2935 - \$3566/mo  
Closes November 1, 1996

**Shelter Technician I**  
\$10.18 - \$12.38/hr  
Closes October 25, 1996

**Facilities Maintenance Technician**  
\$2557 \$3108/mo  
Closes October 25, 1996

**Washington County Human Resources Division**  
155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124  
Women, minorities, and people with disabilities are encouraged to apply.

**COMMERCIAL BANK** is seeking a qualified applicants for the position of **Central Vault Teller**, 20hrs in Salem.

...Orders cash and sells cash as necessary to/from Federal Reserve

...Receives and ship cash from branches through Oregon Armored

...Maintains vault records for all central vault transactions and balances the vault daily to ensure accurate control

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**

**Albina Community Bank** is seeking an **Executive Assistant to the CEO**. This multi-talented individual must possess the following:

Excellent communication skills (oral and written), highly developed organizational skills, with the ability to prioritize and reprioritize for maximum effect, thorough knowledge of Microsoft Office suite of software, including desktop publishing, and previous financial experience. Only those who are team players, have drive and hunger for excellence, a high degree of integrity, discretion and judgment, and a commitment to Albina Community Bank's community development mission in N/NE Portland need apply. If you have these skills and values listed above and would be interested in the challenge and opportunity afforded by a new banking institution in Portland, send your resume to: Leon Smith at Albina Community Bank, 2002 NE Martin Luther King, Jr., Blvd., Portland, OR 97212. Competitive salary, commensurate with experience. Albina Community Bank is an equal opportunity employer.

## Data Base Manager

Development Office of a private school. Data collection, report prep, with some systems management of a NT network. B.A. or B.S. with 3 years experience working with data bases and networks, preferably in a non-profit fundraising environment. Submit cover letter & resume by October 14th to: HR Manager, 8825 SW Barnes Rd, Portland, OR 97225  
Equal opportunity employer

## Mathematics

Linfield College seeks part-time adjunct instructor of mathematics for spring semester. MA required with teach experience, college teaching preferred. Teaching duties include course in intermediate algebra and maintaining office hours. Send letter of application, resume, three references and transcripts of college and university study to: John S. Alin, Chair, Dept. of Mathematics, Linfield College, 900 SE Baker, McMinnville, OR 97128. Application review will begin on 11/15/96. AA/EEO.

## Once In-A-Lifetime Opportunity!

**Seeking financial independence?  
Home-based & no selling. Fin. Ed.  
make the call! (503) 281-3753**

## Garlington Center Behavioral Healthcare

**Child and family therapist** needed full-time. Duties include providing outpatient services to culturally diverse population of children ages 0-21. Experience with crisis intervention outreach and working with minority youth & families desirable. Masters degree in a mental health related field and 2 years clinical experience required. QMHP required. Ref #CH-CFT

**Team Leader** needed for the voc. rehab. team duties include clinical and administrative supervision of team and participating in provision of community outreach, therapy and case management services to clients. Minimum of 2 years supervisory experience required. QMHP required. Ref #VC-TL

**Bookkeeper** needed to process payroll and employee benefits. Experience with ADP & Peachtree general ledger software required. This position requires general bookkeeping experience. Ref # FN-BK

**Secretary** needed for a growing counseling center. Motivated, personable, detail oriented, highly organized professional with good phone personality and ability to work independently. Min. Qual: Typing 60-70 wpm., familiarity with windows, WP & Excel, knowledge of billing & insurance claims procedures. Ref.# PC-SC

competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore Portland, OR 97217 Att: HR Fax: 249-8740 EOE. Committed to diversity. No phone call please. contact our **Job Line** at 727-5947 for additional job opportunities.

## Now Hiring

for the

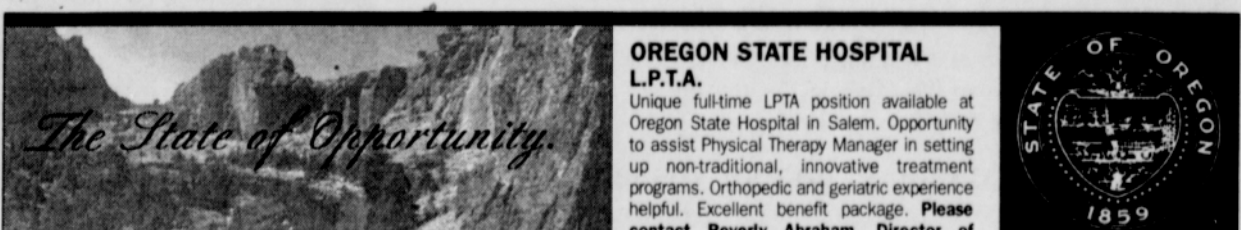
### 1997 Legislative Session

1997 Session Positions	Salary
Data Communications Tech B	\$1,790-\$2,395
User Support Specialist	\$1,646 - \$2,170
Bill Digester	\$2,278
Admin Support Specialist 1	\$1,571 - \$2,065
Committee Administrator	\$3,206 - \$3,718
Copy Editor	\$1,571
Word Processing Specialist	\$1,571
Legislative Session Guide	\$1,325
Counter Clerk	\$1,215
Mail Bill Clerk	\$7.01/hour
Custodian 1	\$1,178 - \$1,506
Researcher	\$2,395 - \$3,206

For application information call (503) 986-1373. Employee Services, Room 140 State Capitol Salem OR TTY: (503) 986-1374 Fax: (503) 986-1684. Apply now, some positions close as early as October 18, 1996

## Port of Portland

Career Opportunities Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Fir. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.



## OREGON STATE HOSPITAL L.P.T.A.

Unique full-time LPTA position available at Oregon State Hospital in Salem. Opportunity to assist Physical Therapy Manager in setting up non-traditional, innovative treatment programs. Orthopedic and geriatric experience helpful. Excellent benefit package. **Please contact Beverly Abraham, Director of Physical Therapy, Oregon State Hospital, 2600 Center St. NE, Salem, OR 97310, Phone (503) 945-2908, TTY (503) 945-2996.**

## Program Director Forensic Hospital Treatment Services

Directs forensic treatment program that provides services to adult males and females who are adjudicated guilty but mentally ill in minimum, medium and maximum security settings. Position directs a full array of clinical programs and ensures that patients are provided quality treatment in a safe and secure setting. Program consists of 239 budgeted hospital-level beds. Excellent benefit package and ongoing training opportunities. Salary \$3,718 to \$5,232 monthly. Call (503) 945-2815, TTY (503) 945-2996 for application packet. Closes October 31, 1996.

## CNA's and Mental Health Therapists Salem and Portland Facilities

Now accepting applications for permanent and temporary Mental Health Therapists. Experience working with psychiatric patients is desired, and is required for higher level positions. Many positions may require a current CNA. Apply for current vacancies available on Geriatric, Child/Adolescent, Forensic, and Adult (Salem and Portland) wards. TEMPORARY appointments are available immediately. Excellent benefit package (permanent staff), competitive salaries, on-going training opportunities. **Application packets are available 8:30-4:00, MF at Oregon State Hospital, Employee Relations, Bldg. 29, 2600 Center Street NE, Salem, OR or call (503) 945-2815 in Salem, Portland area call (503) 731-8628. TTY (503) 945-2996.**

## Security Director

Directs security operations for Salem and Portland campuses. Must have security management experience, preferably in an institution setting. Excellent benefit package. \$3,365 to \$4,742 monthly. Call (503) 945-2815, TTY (503) 945-2996 for application packet. Closes Thursday, October 31, 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 your 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.

## Our Most Important Asset is People

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently recruiting for the following positions: For more information about current openings call our Job Information Line:

- Decision Support Analyst (#370)
- Member Service Rep. (#339)
- Short Term Medical Coordinator (#371)

1-800-231-1617

We are strongly committed to equal opportunity in all phases of employment. Blue Cross and Blue Shield is a smoke-free workplace.



**BlueCross BlueShield  
of Oregon  
HMO Oregon**