

CLASSIFIEDS/BIDS

BANKING

COMMERCIAL BANK is seeking qualified applicants for the position of **Loan Processor**, full time, Mon-Fri 8:30am - 5:30pm, in Salem.

...High school diploma or equivalent and basic math skills. Previous experience in banking, lending and customer service preferred. Solid understanding of financial information and disclosures required for all loan products offered.

...Effective written and verbal communication skills in order to work successfully with the general public and other employees.

...Proficient with word processing and spreadsheet programs. Ability to use a personal computer as well as mainframe computer and loan document programs.

...Demonstrated skills in handling moderately complex work assignments in various banking functions.

...Ability to work in a team environment and accurately accomplish work assignment under limited supervision.

...All application must be submitted by December 27, 1996

To receive an application by mail please call (503) 315-2836 or you may apply at an affiliate near you. Please forward your completed application to West Coast Bancorp, 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



Maintenance Helper

Tri-Met is accepting application for future Maintenance Helper openings. Responsible for servicing and parking buses and cleaning maintenance facilities. Requires minimum one year experience in maintenance, mechanical, janitorial or other related field.

Must possess valid driver's license with no more than 2 moving violations and/or one preventable accident in past 5 yrs. Ability to obtain Class B, CDL permit. Must pass physical and drug screen and able to work all locations and shifts. Hourly wage \$9.40 hr. with good benefits.

If interested and qualified, apply in person at Tri-Met Human Resources Dept., 3rd floor, 4012 SE 17th Ave., Portland, OR 97202, between 8 and 5 PM. Applicants residing outside the Portland metropolitan area or physically disabled applicants, may request application materials by calling (503) 238-4835. Applications received after 5 PM, Friday, Dec. 20, 1996, will not be considered.

Inventory Specialist

Private non-profit seeks enthusiastic, flexible, organized, detail-oriented person to work on food distribution team. Requires excellent customer service, written/verbal communication, computer (database, spreadsheet, wordprocessing), and record-keeping skills. Able to work independently. FT plus benefits. Send letter with salary requirements & resume by 12/11/96 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

RN, LPN, CNA, Residential Attendant, Housekeeper, Foster Care Managers.

Apply: Mt. St. Joseph Residential Care, 3060 SE Stark Street, Portland

BANKING

BANK OF VANCOUVER is seeking qualified applicants for two positions of **Loan Officers** in Vancouver.

...Formal college-level training/education in business desirable. Thorough knowledge of loan processing, closing and administration functions, etc.

...Working knowledge of consumer, commercial and real estate lending regulations, title insurance, loan documentation, credit/financial analysis techniques, disbursement procedures, underwriting functions, etc.

...Effective sales/marketing and customer service techniques, along with good verbal and written communications skills

...Ability to meet bonding requirements for employment purposes.

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Equal Employment Opportunity Employer M/F/V/D

Substitute Bus Driver

On-call position, 0 to 32 hrs/wk, Oct-June. Requires dependable automobile, insurance, valid WA driver's license with safe driving record and a CDL, class "C" with passenger endorsement. Able to pass pre-employment health exam indicating ability to carry out the needs of the position and a drug screen. In absence of qualified applicants, candidates otherwise qualified for consideration may be offered unpaid training and use of appropriate class vehicle for testing to acquire necessary licensing. Starting wage: \$7.46/hr.

All applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg. 9-4 pm, Mon.-Fri., EOC Office, 10621 NE Coxley Dr., #207, Vancouver, WA. 98662, (360)896-9912. Deadline: **Applications must be picked up before 4:00 p.m. 12/20/96. Completed applications must be returned before 1/4/97 for consideration.**

EOC/AA

Why be lonely for Christmas? Call now!

The Christian Date-Line
1-900-267-1300 Ext. 1415
\$2.99 per min.
Must be 18 yrs
Serve-U (619) 645-8434

Merchandisers

Experienced merchandisers needed in Portland and surrounding areas. Flexible hours, excellent pay.

Call (800) 383-0109, M-F 8-5 est.

Caucus Administrator

Oregon Senate Democratic Caucus

Now Hiring a Caucus Administrator to direct and supervise the Oregon Senate Democratic Caucus Office administrative, communications, media, research and legislative assistance services. Other duties include provide long-range planning for caucus goals; assist Caucus in the formulation of public policy decisions and legislative priorities; serve as a liaison to other leadership offices; develop and maintain lines of communication between state agencies and lobbying groups. Must be willing to serve for at least two years and demonstrate multi-cultural communication skills. Salary is \$3,000 - \$3,500, plus benefits. Send resume, cover letter and writing sample or call employee Services at (503) 986-1373 for application information. Mail, FAX, or deliver to Room 140 State Capitol Salem OR TTY: (503) 986-1374 FAX: (503) 986-1684. Application material must be received by 5:00 p.m. December 17, 1996.

Mental Health

P/T Van Driver/Aide to transport clients w/ mental, emotional and/or A&D problems. Ability to meet deadlines and maintain confidentiality. Valid ODL, good driving record and must pass criminal background check. Prior transportation exper. desired. Resume to: Otis Clark, Nickerson Center, 7025 N. Lombard, Portland, OR 97203. Closes 12/20/96. EOE

SUMMERBRIDGE PORTLAND COORDINATOR for non-profit educational program for an ethnically & economically diverse group of middle school students. Major responsibilities include program outreach & admissions, developing curriculum, recruiting & training teachers, planning & coordinating summer program. Bachelor's degree & computer skills required. Call 297-1894 or submit cover letter and resume by January 8 to: H.R. Manager, 8825 SW Barnes Road, Portland, OR 97225.

MULTNOMAH EDUCATION SERVICE DISTRICT
JOB INFORMATION HOTLINE
257-1510
257-1599 TDD
AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORK PLACE

Residential advisor

Full-time student dormitory advisor needed. Requires minimum of a high-school diploma or equivalent and two years experience in counseling, social work, rehabilitation or vocational guidance. Associate's or bachelor's degree in human services preferred. Valid driver's license with an acceptable driving record. This position requires shift hours. Send cover letter, resume to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060

Responses must be received no later than Friday, Dec. 13, 1996

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Security/Driver

Individual needed to perform full-time patrol duties and provide back-up transportation services for a medium-sized vocational training school. High school diploma or equivalent and one year experience preferably with an organized police security department of fire fighting organization and posses a valid CDL drivers license preferred. Submit resume and letter of interest or come in to fill out application:

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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:

Traffic Operations Specialist
Do you have experience in traffic engineering? Then you'll want to apply for our position located in Salem. This position will provide technical expertise and leadership in the establishment of policies and procedures concerning the development of new products and technology with respect to traffic engineering. As the Section's lead researcher in the development of applications of Intelligent Transportation Systems (ITS) statewide, this person will assess and review new products, develop guidelines, develop funding proposals, provide legislative assistance and work with department sections to determine ITS needs. This position provides traffic engineering information to the public and other agencies, assists in the training and instruction of other Traffic Management Section staff and conducts traffic investigations and highway capacity analyses. Requires a Bachelor's degree in civil or transportation-related engineering AND two years of professional-level experience in the practice of transportation engineering; OR five years of engineering experience AND have an EIT, LSIT, PE, or PLS. Two of the five years must have been performing professional-level engineering duties equivalent to an Associate Transportation Engineer. Salary \$2,724 - \$3,725 monthly + benefits. Completed application materials must be received by December 20, 1996. Announcement No. OODT6426. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Grants/Contract Coordinator (Consultant Liaison Coordinator)
We are seeking applicants with grant/contract experience for position in Salem. Will assist in procuring major consultant services contracts in accordance with State and Federal Highway Administration requirements; and coordinate state and local consultant projects from inception to completion. Requires two years of grant/contract coordination experience with responsibility for obtaining and monitoring the use of grant funds and/or negotiating and administering public or private service contracts; AND a Bachelor's degree in Business Administration with major courses in Accounting, Finance, or a related field. Three additional years of related experience may substitute for the degree. Salary \$2,372 - \$3,154 monthly + benefits. Completed application materials must be received by January 3, 1997. Announcement No. OODT6440. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Designer
We are seeking applicants for position located in Salem. Will function as a member of a design team and design the roadway portion of moderately complex transportation projects and write special provisions for the roadway project assigned. Requires a Bachelor's degree in civil or transportation-related engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an EIT, LSIT, PE, or PLS. One of the four years must have been performing professional-level engineering duties equivalent to an Associate Transportation Engineer. Salary \$2,352 - \$3,219 monthly + benefits. Completed application materials must be received by December 20, 1996. Announcement No. OODT6416. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Designer Drafter
We are seeking applicants for position in Salem. This position will design and draft accurate drawings of highway alignment, parks, airports, quarries, etc. with real estate property boundaries. Requires a Bachelor's degree with major coursework in Civil or Transportation-related Engineering; OR a Professional Engineer's license in civil or transportation (PE); OR a Professional Land Surveyor license (PLS); OR an Engineer-In-Training

Garlington Center Behavioral Healthcare

Case Manager needed to provide supportive therapy and a full range of case management services to chronically mentally ill clients in need of intensive services. Minimum 2 years related experience required. Must be QMHP. Ref #CM-I

Child and Family Therapist needed full-time. Duties 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

Receptionist needed to work in a mental health setting. Experience with high volume multi-line switchboard required. Other duties include greeting client and assisting with general office duties. Typing 45 WPM required. Competitive salary and benefits. Ref #RC-SC

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

Vocational Specialist needed to work on an on-call bases for the vocational training program serving high functional CMI adults, in a cafe setting. Duties include, production, baking, preparation for lunch service and preparing dinner for Plaza clients, also the opening and closing of the cafe.

Executive Assistant to the CEO busy CEO needs confidential executive assistant to provide top quality support; plan and coordinate executive level and management meetings; manage exec's calendar/schedule; screen callers and walk-ins; review and prepare correspondence for CEO; provide support to board of directors for meeting schedules, correspondence, and record-keeping; and provide office management support for administrative functions. Requires minimum 3 years executive level experience including excellent PC skills with MS Word, WP 6.1, and excel software. Typing speed 65 wpm; and excellent written and verbal communications skills.

Closing date: December 20, 1996

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.

JANITOR



We have state and county jobs to fill now!

We have career opportunities for you!

State Jobs! Long Term

Must be able to lift up to 50 pounds, pass criminal background check and drug screen.

Jobs Available Now!

St. Vincent dePaul Staffing Services

500 N.E. Multnomah, Suite 240

232-8807

CLERICAL



We have state and county jobs to fill now!

We have career opportunities for you!

Port of Portland

Positions available now with the Port of Portland. Top level Admin. Assistants, Word processing, spreadsheets and high level customer service. Professional work environment. Positions available at the PDX International Airport, N.E. Marine Dr. and the Port of Portland building.

Additional **FREE** Computer Training for those who qualify.

Apply today:

St. Vincent dePaul Staffing Services

500 N.E. Multnomah, Suite 240

232-8807



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. Flr. 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.

certificate (EIT); OR a Land Surveyor-In-Training certificate (LSIT); OR three years of engineering experience at the level of an Engineering Specialist 1 and have passed the Associate Transportation Engineering multiple choice examination (this option is available for ODOT employees only). Salary \$2,135 - \$2,922 monthly + benefits. Completed application materials must be received by January 6, 1997. Announcement No. OODT6439. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Survey Crew Chief (Eugene)
We are seeking a team leader for a position in Eugene. Leading a survey crew, this position is responsible for all field and construction surveying and ensuring daily compliance on major construction projects. Requires a Bachelor's degree with major coursework in Civil or Transportation-related Engineering; OR a Professional Engineer's license in Civil or Transportation (PE); OR a Professional Land Surveyor license (PLS); OR an Engineer-In-Training certificate (EIT); OR a Land Surveyor-In-Training certificate (LSIT); OR three years of engineering experience at the level of an Engineering Specialist 1 and have passed the Associate Transportation Engineering multiple choice examination (this option is available for ODOT employees only). Salary \$2,135 - \$2,922 monthly + benefits. Completed application materials must be received by January 6, 1997. Announcement No. OODT6431. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Senior Inspector/Survey Crew Chief
We are seeking applicants for position located in Salem. This position will ensure daily contract compliance on construction projects and is responsible for assigned field location and construction surveying. This position also assists in compiling office data for location and construction projects. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and four years of experience directly related to engineering; OR five and one-half years (66 months) of sub-professional engineering experience. A related Bachelor's degree may substitute for the Associate's degree in Engineering Technology. Salary \$1,935 - \$2,642 monthly + benefits. Completed application materials must be received by January 3, 1997. Announcement No. OODT6430. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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

DEPARTMENT OF JUSTICE Software Education Coordinator (Training Specialist)

The Oregon Department of Justice has an immediate opening in Salem for a Software Education Coordinator in its Information Services Section. Requires three years' experience as a trainer which included responsibility for assessing, planning, delivering, and evaluating training needs in an organization AND a Bachelor's degree in Business or Public Administration, Education, or Human Resources Management or three more years of pertinent experience. Preference will be given to applicants who have experience developing and providing computer software training. Salary \$2,605 to \$3,471 monthly. Obtain State of Oregon application (PD 100) and recruiting announcement LE960976 (refer to Training Specialist, class no. C1332), at any local Employment Department office or call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem or Internet: <http://www.das.state.or.us/jobs/>. Filing deadline for current vacancy is 12/20/96.

BOARD ON PUBLIC SAFETY Regional Trainer/Investigator (Public Safety Training Specialist)

The person in this position will assess training needs; develop and implement training plans; ensure validity of training programs by investigating and evaluating training providers for compliance; advises trainers on design methods and techniques. Requirements include four years of experience and/or education in public safety areas of security services or law enforcement. Salary range \$2,606 to \$3,472 monthly. For a detailed job announcement (#LE960945) and application contact your local Employment Department office or call Theresa Martin at (503) 378-2100 ext 244. Position closes December 10, 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.