

CLASSIFIEDS/BIDS



PARAGON CABLE

Technicians!!

Paragon Cable has immediate openings for:

Installers

Get paid commission on your production and expand your earnings as a self-motivated go-getter who will install cable television services. Previous experience in related field such as telecommunications, satellite or alarm systems a plus. Must be able to lift up to 90 lbs.

Service Technicians

Perform service calls at customers' homes to identify service problems and perform repair work to restore reception. Troubleshoot, use test equipment such as signal level meter, volt ohm meter. Monitor for leakage, recondition logs and repair. Provide customer education and respond to customer service requests by electronic troubleshooting: Ghosting, low signal, converters, DMX and TV sets. One year previous cable installation or equivalent experience required. Must be able to lift up to 90 lbs.

Maintenance Technicians

Maintain outside plant in good operational condition in order to supply reliable, high quality signal to subscriber. Provide preventive maintenance and repair of all active plant outside the Headend. Troubleshoot, repair active and passive devices in system, system sweep, CLI and report discrepancies. Read meters, diagnose equipment. Must have at least 2 years experience as a field technician in a troubleshooting capacity or equivalent experience. Demonstrated splicing/power knowledge required. Must have understanding of communications electronics and ability to read technical drawings and schematic diagrams. Will operate bucket truck, perform standby duties and work without advance notice.

All of the above jobs require high school diploma or equivalent, valid driver's license with acceptable driving record, ability to work flexible hours including evenings and weekends. Work on ladders and/or poles up to 40 ft., lift, crawl, bend, work out of doors. Must be bondable.

We offer a drug free work environment and, in return for your quality performance, Paragon Cable offers you complimentary cable, medical, dental, vision and life insurance for yourself and dependents, paid vacation and holidays, educational reimbursement, numerous retail discounts and other benefits. A pre-employment drug test and physical are required. Qualified candidates apply now at Paragon Cable, 3075 NE Sandy Blvd., Portland.

Paragon is proud to be an Equal Opportunity/ADA Employer

\$1000's Possible Typing.

Part Time. At Home. Toll Free

(1) 800-218-9000

Ext. T-7111 for Listings.

Receptionist Oregon Senate Democratic Office

Now hiring a receptionist to work in the Oregon Senate Democratic Caucus Office. Salary is \$1,211-\$1,311. Call (503) 986-1373 Employee Services for application information or come 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. January 3, 1997.

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

Cars For \$125.

Seized & sold locally by

IRS, DEA, FBI.

(800)-522-2730, x2812

Secretary/Admin Asst

The Downtown Portland Office of **Northwest Natural Gas Company** has an immediate opening for an administrative assistant. For job information and qualifications, contact:

Job Information Line -

Portland Area

(503) 226-4211, ext 2434

An Equal Opportunity Employer

RN, LPN, CNA, Residential

Attendant, Housekeeper,

Foster Care Managers.

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

Opportunities with the Oregon Lottery Working for you and

"Doing Good Things For Oregon!"

The Oregon Lottery, recognized as a "National Leader" with annual sales of \$700+ million dollars, may be the place for you! As a successful revenue-producing entertainment business, the Lottery continues to find new and innovative ways to help develop Oregon's economy, its educational system, and to create jobs for Oregonians! The Oregon Lottery offers unique opportunity to demonstrate your talents, excitement, creativity, and drive! At the Oregon Lottery, "We've Got Your Number!"

Currently recruiting for:

Senior Buyer (Buyer 3) \$2871-\$3644 Monthly (Recruitment closes 12/31/96) The Oregon Lottery is seeking a dynamic individual to act as an agent of the Lottery in the procurement of a variety of supplies, equipment, and services. This successful candidate will exhibit significant experience in acquiring parts and equipment with an emphasis in the electronics and/or computer industries. Knowledge of and skill in the development and implementation of integrated purchasing systems and processes, a background in training of employees and managers about purchasing processes and concepts, and experience in working in a competitive bid procurement environment is also desirable. We are looking for the individual with the ability to confront those who do not follow purchasing procedures, the expertise to draft procurement guidelines, and the willingness to present and explain varying points of view. You must be willing to remain current in your discipline and have the ability to disseminate and communicate this knowledge to others. This could be your opportunity to join an energetic and dynamic organization as we continue "Doing Good Things for Oregon!" Job Announcement #OL177019

Please see Job Announcement for detailed instructions on how to apply.

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. The Oregon Lottery is an Equal Employment Opportunity/Affirmative Action Employer: Women, minorities and persons with disabilities are encouraged to apply. For more information call (503) 540-1323 in Salem.

Garlington Center Behavioral Healthcare (Open job listing as of December 20, 1996)

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 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

Psychiatric Nurse requires current RN license, eligible to practice nursing in the state of Oregon and 2 yrs. exp. preferably inpatient and/or dual diagnosis. Full-time position.

Receptionist needed to work in 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

Receptionist needed to work at our childrens program. Experience with high volume multi-line switchboard required. Other duties include greeting client and assisting with general office duties. Typing 45 wpm required.

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 functioning 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 communication skills.

Financial Specialist I needed for busy finance department. Duties include heavy data entry and general office duties. 10 Key by touch preferred. Previous accounting experience a plus. Ref.#FN-FS

Closing Date: January 3 1997

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.

ENGINEERING

Project Engineer-

(Electrical) - Tacoma. Public Utilities - Water Division. \$40,082 to \$48,672 annual salary. Appointive (non-civil service) position responsible for evaluating well and pump motor wire-to-water efficiencies; preparing specifications for a variety of electrical equipment; and administering related contracts as well as additional duties. Requires graduation from a four year college or university in electrical engineering or related field. Two to three years' experience desirable but not required. Call for application materials: (206) 591-5400. Return to: City of Tacoma, Human Resources Dept., Attention: Louis Telles, Tacoma Municipal Building, 747 Market St, Room 1336, Tacoma, WA 98402-3764. questions, call (206) 591-5434 (Louis Telles). Closing date: Friday, January 10, 1997. Affirmative Action/Equal Opportunity employer

BANKING

WEST COAST DATA SERVICES is seeking qualified applicants for the position of **Ach Coordinator** in Salem.

...High school diploma or equivalent. Strong attention to detail. Solid understanding of basic debit/credit entry book-keeping

...Minimum of three years banking experience required including at least six months experience working with Ach processing and a comprehensive understanding of Ach rules and regulations

...Effective written/verbal communication skills and ability to work successfully with other employees in a team environment. Strong telephone and training skills. Some outside client calling required

...Ability to learn and follow compliance and regulatory procedures, and give product demonstrations to customers and be able to interact with them in a professional manner

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

To receive an application by mail please call (503) 315-2836 or you may apply at an affiliate near you. Please forward your complete 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

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 an immediate opportunity for the following position:

Transportation Engineer 1 (Construction Training Coordinator)

We are seeking experienced applicants for challenging position in Salem. This position will organize and conduct field construction inspection technician training and organize, coordinate and assist in the development of related construction training programs and develop inspection and testing instructions, procedures and manuals for statewide uniform administration of highway construction contracts. This position will also; function as Radiation Safety Officer and inventory control of all nuclear testing gauges used by field construction project personnel, ensure safe use by conducting radiation safety training, and monitor use and storage of these devices. Requires a Bachelor's degree in Civil or Transportation-related Engineering AND one year of professional-level engineering 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. (ODOT employees not possessing the required Bachelor's degree, or engineering certification/registration must have taken and passed the Department's written Associate Transportation Engineer Exam. Salary \$2,352 - \$3,219 monthly +

Clerk Typist

Clerk Typist needed on a part-time basis to perform a variety of clerical duties in a busy office. Requires a high school diploma or equivalent and experience including word processing and/or data entry experience. Position will be located in Salem area. Please send letter of interest and a resume to the following address: Human Resources Manager; Springdale Job Corps Center, 31224 E. Historic Columbia River Highway; Troutdale, Oregon 97060.

Responses Must Be Received

No Later Friday, Jan. 3, 1997

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

Washington County

Program Coordinator

(Developmental Disabilities)

\$3,273-\$3,978/mo.

Closes December 27, 1996

Attorney-Employment Law

(Senior Assistant County Counsel)

\$55,488 - \$67,440/annually

Closes January 10, 1997

Call (503) 648-8606/TTY (503)

693-4898 for information.

County application 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 encour-

aged to apply.

CLERICAL



Washington County - Hillsboro \$9.80/hr.

6 mos. assignment beginning Jan. 6, '97

Administrative Specialist

Answer phones, MS Office, windows, Word, Access, Power Point, Excel, 45 wpm, Administrative support to Director and Sr. Staff, coordinate public activities.

Call 232-8807

St. Vincent dePaul Staffing Services

500 N.E. Multnomah, Suite 240



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.

benefits. Completed application materials must be received by January 10, 1997. Announcement No. OGD6457. 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 STATE SCHOLARSHIP COMMISSION

Program Representative

State of Oregon Scholarship Commission in Eugene. Liaison to private foundation scholarship program. Two years technical or professional experience advising and/or instructing public concerning specific programs or processes, monitoring programs. Salary range: \$2,160 - \$2,871 monthly. Closes 01/24/97. To apply, contact OSSC for application packet at Voice (541) 687-7405; Fax (541) 687-7419; TTY Nonvoice (541) 687-7357.

Private Award Coordinator

State of Oregon Scholarship Commission in Eugene. Coordinates awarding of student financial aid through private scholarship programs. Three years clerical/secretarial experience. Salary range: \$1,704 - \$2,261 monthly. Closes 01/10/97. To apply, contact OSSC for application packet at Voice (541) 687-7405; Fax (541) 687-7419; TTY Nonvoice (541) 687-7357.

COMMISSION ON BLACK AFFAIRS

Executive Director

The Executive Director is a permanent full-time, executive service position located in Portland/Salem. The Commission works for economic, social, legal and political equity for Oregon's Black Community. This position is responsible for the overall management of the agency. For minimum qualifications and a detailed job announcement (ES11700) contact your local Employment Office or call (503) 378-4688. Salary \$2,395 to \$3,206 monthly. Close date is January 10, 1997.

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.