

CLASSIFIEDS

Teacher - Alt. Ed.

FTE Teacher - Year-round school. Ability to work with strong-willed, behavior-challenged students in a multi-cultural environment. Team Player and knowledge of multi-disciplinary classroom. Students ages 12-17. Health/Dental/Paid vac. Mail resume: 3710 N. Mississippi, Portland OR 97227. Immediate opening.

BANKING

Good Career Opportunities!

Tellers
If you are a team-player, have 1 yr. cash handling/customer service exp., exc. communication and math skills we are looking for you. We have full and part-teller positions all over Portland. Banking exp. pref. but not required. Salary \$6.20-8.50 hr., benefits, & performance awards. Please do NOT send resumes without a completed application and applicant skills form. Applications are available at all bank locations. For a list of teller openings, please call our job hotline at 1-800-952-0787. Mail applications to:

Washington Mutual
HR Recruiter
851 SW 6th Ave. Suite 230
Portland, OR 97204

Security/Driver

Individual needed to perform patrol duties and to provide back-up transportation services for a medium-sized academic/vocational residential training program. High school diploma or equivalent and one year experience preferred, and a valid CDL drivers license is preferred. Please submit resume and letter of interest or come in to fill out application;

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
Responses Must Be Received No Later Than Friday, March 21, 1997

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

Washington State University Vancouver Manager of Facilities and Auxiliary Services Search Committee Advertisement

Washington State University seeks an experienced professional to serve as the Manager of Facilities and Auxiliary Services. This is a permanent, full-time, 12-month Administrative/ Professional exempt staff position which reports to the Director of Finance and Operations. The Manager of Facilities and Auxiliary Services is responsible for the use, maintenance, sanitation, and operation of all WSU Vancouver facilities. The Manager is also responsible for the development and operation of WSU Vancouver auxiliary services and support services that include food service, catering, vending, events management, motor pool, parking administration and transit, mailing services, shipping and receiving, and other support auxiliaries as needed. The manager is responsible for overseeing the campus law enforcement and safety operations.

Minimum Qualifications include eight or more years of professional experience in fiscal management, and in facilities or business management; Bachelor's Degree; relevant professional experience in at least four of the following areas: food service, facilities management, public safety, parking and transportation, risk management and capital budgeting; experience in soliciting and managing service contracts; basic computer literacy; excellent interpersonal and communication skills.

Preferred Qualifications include Bachelor's Degree or Master's Degree in Business Administration, Public Administration, or related field; relevant professional experience in a college or university environment; board background in business affairs in higher education; experience working with a dynamic, evolving organization; demonstrated experience using spreadsheets, database management, accounting systems, and electronic communications systems.

The ideal candidate for Manager of Facilities and Auxiliary Services will have increasingly responsible management experiences in middle to senior level management; knowledgeable and adaptable; solution and customer oriented; ability to manage change and uncertainty.

Salary is commensurate with experience.

Applicants should submit a letter of application, resume, and three letters of recommendation to Nancy Youlden, Chair, Search Committee, Washington State University Vancouver, 14204 NE Salmon Creek Avenue, Vancouver, WA 98686. All required application materials must be received by March 31, 1997. Further information may be obtained by calling the WSUV Job Line at (360) 546-9597. WSU is an equal opportunity/affirmative action employer. Protected groups are encouraged to apply.

Vacancy

Paralegal Specialist, U.S. Attorney's Office, Portland, Oregon; salary \$31,390 to \$49,375, experience or knowledge of health care fraud cases a plus, must be U.S. citizen. Contact Debbie Lindsay (503) 727-1047.

Accounts Payable Clerk: The Arcand Company, seeks an A/P clerk for its property management division. This fast-paced, high volume, position requires a minimum of 1 year of computerized A/P experience and 10-key by touch. Must enjoy heavy data entry. Skyline software experience a plus. To be considered, applicants must be motivated self-starters who thrive in a rapidly growing environment and are willing to pitch in as part of a team to get the job done. Some overtime required. Starting salary of \$20-22,000 (depending on experience) with excellent benefits including 401(k) plan. Send resume to or apply at: The Arcand Co., Attn: personnel, 16101 SW 72nd Ave, Suite 200, Portland, OR 97224 or fax: (503) 598-9450. Equal Opportunity Employer.

Washington County

Survey Technician I
(Road Fund)
\$2,235 - \$2,705/mo.
Closes March 28, 1997

Survey Technician III
(Road Fund)
\$2,796 - \$3,436/mo.
Closes March 28, 1997

Survey Technician II
(Public Land Corner)
\$2,579 - \$3,125/mo.
Closes March 28, 1997

Survey Technician III
(Public Land Corner)
\$2,796 - \$3,436/mo.
Closes March 28, 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, Or 97124
Women, minorities, and people with disabilities are encouraged to apply.

MECHANIC

Northwest Natural Gas Company has an immediate opening at our Tualatin Regional Service Center for an Automotive Technician. For additional job information, qualifications and application procedure contact:

Job Information Line
(503) 226-4211, Ext 2434
An Equal Opportunity Employer

Code Compliance Specialist

City of Milwaukie Salary Range: \$1,911 to \$2,438 per month, DOQ, with excellent benefits. Looking for excellent, dependable performance, responsive customer service, and team work. Minimum requirements include a high school diploma or GED equivalent. Three (3) years experience related to inspection, code enforcement, building inspection, land use, public administration, neighborhood services, mediation, or related field. Some mediation training and experience desirable. Some knowledge of code enforcement principles. Working knowledge of applicable laws, etc. and inspection techniques. Ability to present verbal and written information to the general public and in the court room. Skill in using persuasion to seek voluntary compliance. Application materials include a City job application, certification form, and supplemental questionnaire. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than **4:00 PM, Tuesday, March 25, 1997**. For more information: (503) 786-7507 or TDD # (503) 786-7555 or Fax # (503) 652-4433. Prior to hiring, require satisfactory completion of criminal background check and drug test. All qualified applicants encouraged to apply. EEO

MENTAL HEALTH Occupational Therapists and COTAs

Rehabilitation Services

Oregon State Hospital in Salem, Oregon is seeking permanent full-time O.T.R.s and C.O.T.A.s for the following programs: 2 COTAs to work in Forensics benchwork center. 1 OTR to work in Forensics alcohol and drug program. 1 OTR to work in Adult Treatment program serving chronically mentally ill adults. All portions include excellent benefits packages. If interested, please contact Barb Adams, Director of Occupational Therapy, 2600 Center Street N.E., Salem, OR 97310. Phone (503) 945-9978, Fax (503) 945-2807, TTY (503) 945-2996. EOE

Records Administrator

Records Administrator needed to be responsible for planning and coordinating student records including accountability, pay, and leave for an academic and vocational training program located in Portland. This position requires data processing and report generation to conform with corporate requirements, as well as performance of administrative and statistical analysis of a wide variety of student records. General clerical duties will be required as necessary. Job requirements include a high school diploma or equivalent and two years experience with at least one year data processing experience. Bachelor's Degree preferred. Please send letter of interest and resume to:

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MENTAL HEALTH Rehab. Industries Rep.

Rehabilitation Services

Expanding vocational program at Oregon State Hospital seeks a Rehab. Industries Rep. Familiar with Dept. of Labor standards for sheltered settings. This position develops and coordinates contracts for benchwork for a mentally ill population with varying cognitive & physical abilities. If interested, contact Wenda Lloyd, Dir. of Rehab. Services at (503) 945-2886. Position is permanent, full-time and includes excellent benefits pkg. TTY (503) 945-2996. EOE

Drivers Wanted

Immediate opening for part-time Driver. Drive 15-passenger van to transport students 5 days per week. \$9.00 hr. Hrs. 7:00 am - 9:30 am MTHF and 8:30 am - 10:00 am W. Must have valid ODL and be approved by employer's insurance carrier. Mail resume to: AYOS, Inc 3710 N. Mississippi, Portland OR 97227.

Academic Instructor

Energetic, experienced and creative ESL/Basic Reading Instructor needed to provide teaching English as a Second Language to young adults in a vocational/educational program. Individual will also be responsible for conducting cultural awareness programs for students. Position requires a Bachelor's degree and a valid State of Oregon Teaching Certification. One-year secondary instruction experience preferred. If qualified and interested, please respond by sending cover letter of interest and resume no later than March 21, 1997 to: Human Resources Manager; Springdale Job Corps Center, 31224 E. Historic Columbia River Highway; Troutdale, Oregon 97060.

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

Secretary

Secretarial position to perform a variety of clerical and administrative duties including a heavy number of telephone calls. Requirements are a high school diploma or equivalent and one year related secretarial experience, to be skilled in organizing and maintaining filing systems, and must have experience with multi-line phones, be computer literate, able to type 60 words per minute. Applicant must be bondable. This position is located in Portland. Please submit resume and cover letter to:

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

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Student Support Specialist

Energetic individual needed to manage the student discipline and behavioral management system in a non-residential academic and vocational training program. The responsibilities include leadership training, staffing a student advisory board, planning and insuring student participation in establishment of rules. Requires bachelor's degree in behavioral sciences and one year related experience. This position is part-time, and located in Portland. Please send letter of interest and resume postmarked no later than March 21, 1997.

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

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Troutdale, OR 97060

Employment



have an immediate opportunity for the following positions:

Principal Executive/Manager D (Manager, Safety Technical Services)

We are seeking a motivated individual with strong leadership skills for position in Salem. This position manages the Research and Analysis Unit which provides statistical policy support to the motor carrier safety program. This position has responsibility for assisting in the development of policy for Oregon's motor carrier safety program including accident and hazardous materials incident investigations, safe transportation of hazardous materials, hazardous waste, radioactive materials and inspection priorities. Requires six years of experience in supervision, staff technical or professional-level work related to transportation. This experience must have included at least two years of experience as a project leader, assigning and reviewing work of professional staff including project responsibility for developing goals and objectives, project evaluation, or monitoring and controlling or preparing a budget. A Bachelor's degree or courses in a field related to management may be substituted for up to three years of the required experience, but will not substitute for the two years of specialized experience. Salary \$3,054 to \$4,301, a month plus benefits. Completed application materials must be received by March 31, 1997. Announcement #OC0D7068. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Purchasing Agent 2 (Fleet Acquisition & Inspection Coordinator)

We are seeking an experienced candidate to inspect the ODOT's rental fleet to ensure compliance with equipment specifications. Qualified applicants must have three years of purchasing experience which must include using purchasing practices, procedures and techniques. Candidates who possess an Oregon Class A Commercial Drivers License (CDL) are preferred. Salary \$2,060 to \$2,732, a month plus benefits. Completed application materials must be received by March 21, 1997. Announcement #OC0D7080. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Engineering Specialist 2 (Pavement Management Technician)

We are seeking applicants for position located in Salem. Will collect physical data on the condition of pavements and develop tabulations and graphics related to analysis and reporting of pavement conditions. 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 sub-professional engineering experience. Note: This position requires extensive statewide travel (approximately 4-5 months per year) during summer months. Salary \$1,758 to \$2,399, a month plus benefits. Completed application materials must be received by March 21, 1997. Announcement #OC0D7131. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Public Service Representative 4 (Bond/Insurance Analyst)

Put your research and analytical skills to work with the Motor Carrier Transportation Branch in Salem. You will work with the public and motor carriers to provide information and assistance in bond and liability insurance matters, as well as research and analyze claims and compliance. Requires three years of experience performing public contact/customer services duties. At least two years of this experience must include dealing with the public, in person or by phone, providing information about services and programs; explaining rules, programs

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available statewide. 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

and procedures; or providing assistance, explaining requirements and gaining compliance. Salary \$1,869 to \$2,487 a month plus excellent benefits. Completed application materials must be received by March 21, 1997. Announcement #OC0D7067. 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 HUMAN RESOURCES Data Base Coordinator (C1439)

The Office of Medical Assistance Programs (OMAP), DHR has a vacancy for a creative and dynamic individual with experience in data resources, analysis, and procedures. This position will coordinate OMAP's data resources with data users and establish procedures and guidelines for various applications. This person will act as a lead in coordinating the design, development, management, implementation, security and maintenance of a new surveillance and utilization review data base system, oversee data organization and storage, user access, and network capability. Evaluates and resolves data base problems and provides technical support to DHR staff. To qualify, you must have 1 year of large-scale system experience in programming, systems, analysis, design, or user support which included resource planning, project management, identifying and defining user requirements, and developing workable data bases to meet the requirements. The experience should be equivalent to a Systems Analyst, Systems Software Programmer, Programmer Analyst, Data Base Analyst, User Support Analyst, or related work. Preference will be given for those applicants with data modeling experience. Monthly salary \$2,732 to \$3,643, excellent benefit package. To apply: obtain State of Oregon announcement # LE9609354 and application from a local Oregon office. If you have a disability and need an alternative format in order to complete the application form, you may call the Exam Unit at (503) 378-2130 or TTY (503) 378-4762 for the hearing impaired to leave a message about the alternative format needed. Applications must be received by March 26, 1997 to be accepted.

Program Technician 2

The Office of Medical Assistance Programs (OMAP), DHR is recruiting for a PHP/Primary Care Case Coordinator. This position is responsible for designing, implementing, and operating fully and partially capitated prepaid health plans and Primary Care Case Management (PCCM) provider networks and related contracts. This position facilitates the development of fully and partially capitated prepaid health care delivery systems and contracts to ensure access to quality, cost-effective health care for Medicaid recipients in the Oregon Medicaid Demonstration Project. To qualify you must have two years of experience with responsibility for program or project monitoring and coordination. Your experience must have included program evaluation responsibility. Monthly salary \$2,732 to \$3,643. To apply: obtain a State of Oregon announcement # LE970188, application and any required supplements from a local Oregon Employment Department office OR most state agency personnel offices. If you have a disability and need an alternative format in order to complete the application form (PD 100), you may call the Exam Unit at (503) 945-5843 or TTY (503) 945-6214. Send completed application materials to: Department of Human Resources, Attn: Cherie-Recruitment Section, Human Resources Building, 500 Summer St. NE 4th floor, Salem OR 97310-1005. Phone (503) 945-5843 Fax (503) 378-8463. Applications must be received by March 21, 1997.

Program Technician 2

The Office of Medical Assistance Programs (OMAP), DHR is recruiting for an innovative and creative person with experience in the design, development, and implementation of client health status and client and provider satisfaction evaluations. This position is also responsible for detailed qualitative and quantitative analyses of the results of monitoring, research and evaluation activities; compiling comprehensive reports for state and federal regulators, advisory committees, and the public, including client constituencies and other state agencies; makes recommendations for management based upon these analyses. To qualify, you must have two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Your background must show that you have gained a knowledge of design and development of survey instruments. Monthly salary \$2,732 to \$3,643. To apply: obtain a State of Oregon announcement # LE970185 and application and any required supplements from a local Oregon Employment Department office OR most state agency personnel offices. If you have a disability and need an alternative format in order to complete the application form, you may call the Exam Unit at (503) 945-5843 or TTY (503) 945-6214. Send completed application materials to: Department of Human Resources, Attn:

Cherie-Recruitment Section, Human Resources Building, 500 Summer St. NE 4th floor, Salem OR 97310-1005. Phone (503) 945-5843 Fax (503) 378-8463.
Applications must be received by March 20, 1997.

OREGON STATE UNIVERSITY

Plumber
Plumber, Facilities Services. Requirements: Valid Oregon Plumber's license; and one of the following: one year of experience as a journey-level plumber; or completion of an approved apprenticeship program. Major duties include opening drains; installing pyrex, polypropylene, PVC, lead, cast iron or galvanized drain lines; installing water lines, sprinkler irrigation systems; removing, repairing or replacing steam radiators; and assisting in planning new installations and alterations. \$2,341/monthly. Contact OSU Department of Human Resources for application materials. 14th & Jefferson, Corvallis, OR 97331-2142. (503) 737-3103, TDD (800) 735-2900. All application materials must be received by closing date of March 21, 1997. OSU is an affirmative action/equal opportunity employer.

DEPARTMENT OF CONSUMER & BUSINESS SERVICES

Disability Analyst 2 (Appellate Review Specialist)
The Workers' Compensation Division's Dispute Resolution Section, Appellate Review Unit of the Department of Consumer and Business Services is recruiting to fill a current vacancy in Salem. The Appellate Unit Specialist is responsible for reviewing and Determination Orders regarding the extent of disability, and ensuring that timely and appropriate responses to appeals are provided to interested parties. Monthly salary range: \$2,486 to \$3,307. For qualification information and application materials leave a message on the Employee Services Jobline at (503) 378-8980. Recruitment closes March 24, 1997. Announcement #LE970187.

BOARD OF MEDICAL EXAMINERS

Assistant Executive Director
If you are a self-motivated team player with management and public relations experience, read on! 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 and communications. Strong public relations skills and excellent verbal and written communication ability are essential to the performance of the job. Half-time monthly salary range is \$1,527 to \$2,150, with attractive benefits package. Call (503) 229-5873 x225 for application packet. Job closes March 26, 1997.

EMPLOYMENT DEPARTMENT

Two current openings. The purpose of these recruitments are to establish lists of qualified applicants. These lists will be used to fill the current vacancies. These current vacancies are Limited Duration positions scheduled to terminate June 30, 1998, with a possible extension until June 30, 2000. Extensions are based on Oregon's satisfactory performance and availability of federal funds.

Principal Contributor 2 (One Stop Coordinator)

Announcement # LE970201. Please see announcement for minimum qualifications and test questions. Current opening State of Oregon Employment Department in Salem. Monthly salary \$3,054 to \$4,301.

Project Coordinator (One Stop Technical Assistant)

Announcement # LE970202. Please see announcement for minimum qualifications and test questions. Current opening State of Oregon Employment Department in Salem. Monthly salary \$2,605 to \$3,471.

Recruitment announcements and required state applications are available at all Oregon Employment Department Field Offices on the State Jobs Display. Announcement is also available by calling the State of Oregon JOBLINE (Oregonian Inside Line) at (503) 225-5555 x7777 in Portland, 24 hours a day, 7 days a week. TTY access is available in Salem (503) 373-4672 for the hearing impaired. Information is also available via compuser modem access through INTERNET at World Wide Web - <http://www.das.state.or.us/jobs/>. Applications must be received at the Employment Department in Salem by 5:00 p.m., March 31, 1997. If you need additional information, please call (503) 378-3253.