

CLASSIFIEDS

Banking

Operations Center Employment Opportunities

U.S. Bank, a leading competitor in the financial industry, currently has the following positions available at its Operations Center located in Gresham. These positions are all available in the Transaction Management Division:

Accounting Clerk

Analyze accounts, journal entries, ledgers and other accounting documents for accuracy and completeness.

Clerk Intermediate

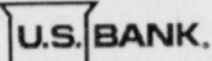
Operate mail opening machine; requires 10-Key by touch skills.

Experienced Proof Operator

Encode routings, account numbers and monetary amounts on checks, deposit slips and general ledger papers.

We offer a competitive salary and excellent benefits. For prompt and confidential consideration, please send your resume to: U.S. Bank, Human Resources, 17650 NE Sandy Blvd. Attn: Ted, Portland, OR 97230. Drug screening required. U.S. Bank is an Equal Opportunity Employer.

Jobline: (800) 780-1436
TDD/TTY: (503) 222-1249
www.usbank.com



Production Leatherman Tool Group Now Hiring For All Shifts!

Long term positions in hand finishing & tool/saw assembly. Must be able to lift 40 lbs, be willing to work overtime and be motivated. Medical/health, 401(k), vacation/holiday pay. Apply today! 254-1200

Express Personnel Services

Dermatology Surgery Instructor

The appointee shall provide services as assigned by the supervisor in furtherance of the University's missions and goals of teaching, research, patient care, outreach and public service. This position is under the supervision of the Chair of the Department of Dermatology. The duties include but are not limited to: provide care of patients assigned by the Chair, teach medical students and residents in the field of dermatologic surgery and oncology, including Mohs micrographic surgery, by means of lectures in classrooms, seminars and workshops in accordance with assignments within the department, establish and maintain a program of scholarly activities directed toward improve understanding of the causes, detection and treatment of disease, and engage in public service through consultation activities with non-University groups with the knowledge and consent of the Chair. Duration of this appointment and indicated salary may be changed or eliminated if a gift, grant, or contract fund supporting this position becomes unavailable.

Neil A. Swanson, M.D
Professor and Chair, Department of Dermatology
Oregon Health Sciences University OP06
3181 SW Sam Jackson Park Rd...
Portland Oregon 97201-3098
Voice: (503) 494-8597 Fax: (503) 494-6968

O.H.S.U. is an Affirmative Action/Equal Opportunity Employer

Advertise In
The Portland
Observer
Call 503-288-0033

Computer

Information Systems Analyst Consultant

The Legislative Administration Committee is now accepting applications for one full-time continuing Information Systems Analyst Consultant position to ensure effective implementation of information technologies and provide professional expertise working primarily with the Legislative Counsel Office. Salary is \$2,773 - \$3,718 per month. Do not Fax resumes. For application information contact Employee Services, Room 140 State Capitol, (503) 986-1373 TDD: (503) 986-1374 Fax: (503) 986-1684. Application

Outreach

Specialist, Youth Gangs Program

Previous knowledge and experience with youth gangs in the Portland Metro area. Demonstrated knowledge of Hispanic culture and community. Must be fluent in English and Spanish. Starting salary \$9.65 hr. Resumes are not accepted in lieu of a completed NE Coalition application. Apply in person to NE Coalition of Neighborhoods, 4815 N.E. 7th Avenue, Portland, before May 9, 1997, 5:00 p.m. Equal Opportunity Employer.

Security/Safety Manager

Clark College

Security/Safety Manager, full-time permanent position responsible for the security, physical safety, and enforcement of parking rules on campus. Requires and Associate's degree, Bachelor's degree preferred. Salary \$36,000/year. Closing date May 16, 1997, 5:00pm.

Application materials may be obtained from Clark College Personnel Services, 1800 E. McLoughlin Blvd., Vancouver, WA 98663, (360) 992-2105. Jobline (360) 992-2836. [Hearing impaired (360) 992-2317].

AA/EEO employer. The College will consider its diversity needs when filling all positions.

Security Officer

Retail Bookstore

State certification and driver's license will be required. FT., eves & weekends required \$7.75 - \$10.00 D.O.E
Apply by 04-21-97 to Powell's Books, 1005 W. Burnside, Portland OR. 97209. Attn: Box 227. Applications available at Burnside Store.

Internal Revenue Service

Department of the Treasury

IRS has seasonal positions available in Portland as Taxpayer Service Representatives (TSRs). TSRs Provide information to the public on IRS procedures and Federal tax laws.

- Work up to 40 hours per week
- Regular promotions, good benefits, and paid training
- Must be a U.S. Citizen

For more information and job application, please write:
OPM Job Information Center
1220 S.W. 3rd Avenue
Portland, OR 97204

Announcement #F.V4048
Position #GS-962-5
Contact Representative

Internal Revenue Service is an Affirmative Equal Employment Opportunity Employer

Garlington Center

Food Service/Production Worker needed to assist cafe manager in all aspects of cafe operations. Two years experience & one year experience working with person with mental illness in a restaurant setting. Ref # CN-FS

Salary Range:
\$14,300 - \$15,445

Program Director responsible for clinical, administrative and fiscal operations of adult intake and assessments, outpatient and private practice model counseling services. Preference for applicants with experience in a managed care environment and demonstrated ability to develop and market private practice model counseling services. Masters degree in Social Work or related field and 5 years progressively responsible experience, including at least 2 years supervisory/managerial experience, preferably in a community mental health setting. Ref #AD-PD

Alcohol and Drug Specialist needed to serve as case manager for mentally ill and chemically dependent clients. Duties include providing community outreach, case management and therapy. Minimum 2 years experience dealing with substance abuse in a mental health setting. QMHP and Masters degree required. Ref # CM-M

Salary Range:
CM4 QMHP \$23,600-\$25,489
CM5 QMHP w/Master & Licensure \$25,200-\$27,217

Case Manager needed to provide supportive therapy and a full range of intensive case management services to chronically mentally ill adults from multi-cultural backgrounds. Minimum 2 years related experience required. QMHP and Masters degree required. Ref # CM-Z

Salary Range:
CM4 QMHP \$23,600-\$25,489
CM5 QMHP w/Master & Licensure \$25,200-\$27,217

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

Salary Range: OP/C 2 QMHP \$23,600-\$25,489
OP/C 3 QMHP w/Master & Licensure \$25,200-\$27,217

Administrative Assistant needed for children's program. Duties providing secretarial and administrative support to outpatient & crisis programs, and supervising program support staff. Minimum 3 years related office experience preferred. Knowledge of Word and Excel. Typing 55 wpm required. Ref #CH-AA

Closing Date: May 2, 1997

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

Employment

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities.

Group Accountant I
(Job #102)

You will underwrite subscriber applications, maintain assigned group files and maintain internal and external customer relations. You will produce group billing statements and reconcile monthly premium payments. You must have a High School diploma, college accounting courses and office and accounting experience. Excellent PC skills are necessary.

Quality Control Auditor
(Job #099)

You will perform accuracy validation audits on correspondence, claim tracers and "no action taken claims adjustments." You will ensure data is representative of NIMS guidelines. You must have a High School diploma (or equivalent) and at least one year of experience in a claims or membership department. College coursework in accounting and statistics (or equivalent experience) is required. Knowledge of LOTUS, AmiPro, FreeLance, Visio and TSO is necessary.

We offer competitive salaries and benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. For more information about career opportunities, call our **Job Information Line: 1-800-231-1617** or visit our website at <http://www.bcso.com>. To apply, please place the position number at the top of your resume or cover letter and submit to: **Blue Cross Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.



Employment

The State of Opportunity.

Program Technician 2 (Management Systems Coordinator)
We are seeking an individual with strong communication skills for a challenging position in Salem. Will lead a team of management system program managers and coordinate management system work plans, schedules, budgets, personnel allocation and automation plans; coordinate the development and integration of the ISTE management systems and has responsibility to ensure they are developed on time and on budget. Requires two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Salary \$2,724 to \$3,725 plus benefits. Completed application materials must be received by May 12, 1997. Announcement #OCDD7245. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Grants/Contract Coordinator (Program Technician 1*) (Consultant Liaison Coordinator)
We are seeking applicants for a position in Salem. Will assist the department, local government, and other state agency staff in procuring major consultant services contracts and assure it is done in accordance with state and federal requirements. *This position will be underfilled as a Program Technician 1 (\$2,261 to \$3,008) until the successful candidate meets the minimum qualifications for Grants/Contract Coordinator. At that time the candidate will be reclassified to Grants/Contract Coordinator. Underfill training will not exceed two years. Requires three years of experience administering or coordinating parts of a project or program. A Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to the position will substitute for two years of the required experience. Contract administration experience preferred. Salary \$2,372 to \$3,154 a month plus benefits. Completed application materials must be received by May 9, 1997. Announcement #OCDD7150. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Grants/Contract Coordinator (Construction Contracting Coordinator)
We are seeking an individual with contract experience for position in Salem. Will administer the bid opening and contract award process and develop statistical data relating to the accomplishment of the statewide highway construction program. 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 the above experience may substitute for the degree requirement. Salary \$2,372 to \$3,154 a month plus benefits. Completed application materials must be received by May 9, 1997. Announcement #OCDD7153. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Planner 2 (Associate Transportation Planner)
We are seeking applicants with planning experience for position in Salem. This person will assist in providing guidance and coordination for transportation corridor planning at the statewide level. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, or a related field and two full years of planning experience with responsibility for complex urban or regional plans or studies involving multiple issues and may have required coordinating the work of other planners; OR a Master's degree in Urban or Regional Planning or an equivalent field and one full year of the above planning experience; OR five years of experience which included planning experience involving collecting and analyzing data, identifying future trends, and preparing technical papers and reports with recommendations. Two full years of this experience must be performing planning at a journey level, having responsibility for complex plans or studies involving multiple issues, and which may have required coordinating the work of other planners. Preference may be given to persons possessing American Institute of Certified Planners (AICP) certification. Salary \$2,239 to \$3,065 a month plus benefits. Completed application materials must be received by May 9, 1997. Announcement #OCDD7154. 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 Attorney
Three attorney vacancies in the General Counsel Division in Salem. 1) Education Section. Duties include providing legal advice/services primarily to the Oregon State System of Higher Education and its institutions. Experience advising higher education institutions and governmental agencies preferred. Salary range \$3,054-\$5,765. 2) Government Services Section. Two positions available. Duties include providing general counsel services to state agencies with public contracting needs. Experience with Oregon public contracting law, state admin law, construction law, fed public contracting law, general commercial law, real estate preferred. All three positions require excellent writing, analytical and verbal skills. Must be OSB member at time of appointment. To apply, call (503) 378-5555 ext. 321. TTY (503) 378-5938. Application deadline 5/5/97.

OREGON STATE HOSPITAL RN Management Opportunities (Salem Facilities)
Now accepting applications for full-time Supervising RNs. Individuals applying should have some supervisory or Charge RN experience, experience working with psychiatric patients, excellent communication skills, and ability to be flexible. Excellent benefit package. Competitive salaries. Additional compensation for BSN/MSN. Supervising RN positions in Forensics primarily day shift mostly weekdays with occasional weekend coverage. Contact: **Employee Relations, Oregon State Hospital, 2600 Center St., NE, Salem, OR 97310** or call (503) 945-2822, TTY (503) 945-2996 for application packet.

OREGON STATE UNIVERSITY Marine Data Systems Specialist
Assume major responsibilities for a wide variety of sea-going and shore-based information systems. Manage UNIX, DOS, Windows and Win95 systems, and shipboard and shore LANs and Internet connections. Excellent C fluency required. Good UNIX administration and PC hardware/software skills required. Mechanical aptitude required. Position requires some travel and seagoing duty, and ability to move/carry/lift moderately heavy items. Good verbal and written communication skills required. BA/BS degree, driver's license, passport required. This position is based in Corvallis, Oregon. Salary \$35,000-\$40,000 per year depending on qualifications. Applications must be received by May 30, 1997. Questions about the position may be directed to Dana Cramer by phone (541) 737-5194, electronic mail (dcramer@oce.ost.edu) or by FAX (541) 737-2064. To apply, send resume, and names/phones of three references to: **D. Cramer, College of Oceanic and Atmospheric Sciences, Oregon State University, 104 Ocean Admin Bldg, Corvallis OR 97331-5503.** OSU has a policy of being responsive to the needs of dual-career couples.

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.dash.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.