

# CLASSIFIEDS

**EMPLOYMENT**

**Metro**

**Public Outreach Assistant (Metro)** - \$23,837 - \$33,093/annually (deadline June 25, 1997). Serves as support staff for Public Outreach Coordinator and performs routine administrative duties to support office operations. Supervision is received from the Presiding Officer, the Assistant to the Presiding Officer, the Public Outreach Coordinator and the Council. The Public Outreach Assistant classifications distinguished from the Secretary classification by the independent performance of more complex clerical and secretarial duties and the coordination of office operations for the Public Outreach Coordinator and the Assistant to the Presiding Officer.

Resumes are not accepted. Required application materials available at: Metro Human Resource Division, 600 NE Grand Avenue; Oregon Convention Center, 777 NE Martin Luther King Jr., Blvd.; the Urban League, 10 N Russell; or the Northeast Workforce Center, 4106 N Vancouver Ave. If you wish application materials mailed to you, call (503) 797-1570. Web address: <http://www.multnomah.lib.or.us/metro>

**AA/EEO Employer**

**Metro**

**Technical Specialist (Metro)** - \$31,926 - 42,804/annually, full-time (Deadline June 26, 1997). This position provides technical support to PC/Macintosh users throughout the organization assisting with hardware, software and communication problems; including installing software programs and answering questions on the use of such programs.

**To apply:** Please submit a resume along with a cover letter in which you describe in detail the following areas: 1) your experience installing application software; 2) your experience with different operating systems; 3) your experience with maintenance and trouble shooting.

You may fax your resume and cover letter to (503) 797-1798; mail to: Human Resource Division, 600 NE Grand Ave., Portland, OR 97232, or e-mail to: [jobs@metro.dst.or.us](mailto:jobs@metro.dst.or.us).

**AA/EEO Employer**

**FBI Job Opportunities**

The Portland FBI Office is seeking 1 F/T Auto Technician and 1 F/T Computer Specialist.

The Auto Technician must be ASE certified and must possess a complete working knowledge of automotive repairs. The Auto Technician must also be responsible for the complete operation of the automotive facility and have the ability to use a computer and do all the appropriate administrative paperwork.

The Computer Specialist will have extensive LAN knowledge to include planning, installation and maintenance of LAN infrastructure. Also be able to troubleshoot PC systems to include peripherals to a board level. Software evaluation, installation and support for various applications. Ability to train employees on the use of various applications. Novell experience preferred. Candidates for both jobs must also meet the following requirements:

- 1) U.S. Citizen
- 2) High School graduate
- 3) Must pass interview, polygraph, drug test, background investigation and physical examination
- 4) Specific abilities for each position required.

Please submit resumes and/or OF612 form to:

**FBI**

Attn: Applicant Unit  
P.O. Box 709  
Portland, Oregon 97207

**Washington County**

**Traffic Engineer**

\$4,188 - \$5,091/mo  
Closes June 27, 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

**Free Lease 1st Month**

Seeking talented self motivated hair designer for Multi-Cultural salon. Contact Ms. Washington at Waves Hair Design. 232-6263

**Administrative Assistant**

Immediate opening for responsible, self-motivated person to work at a fast growing construction co. Must be able to prioritize and organize, handle multiple tasks successfully to completion, and be detail oriented. Ideal candidate will possess a minimum of 3 years' workman compensation claims processing, word & wordperfect, spread sheet (Excel and Lotus) proficiency, and a construction/industrial background. Some medical terminology a plus. Send resume to: EC Company, Attn: Stan Strickland, PO Box 10286, Portland, OR 97296.

EC Company is an equal opportunity employer and supports a Drug-Free workplace program.

**Admission Counselor**

Residential vocational and job training program, seeks highly organized and energetic individual for full-time Admissions Counselor. Candidate should have experience in: case management, problem solving, record keeping, public speaking, advertising, team work, community relations, working with school districts and economically disadvantaged youth Bachelors degree required Related experience may be considered in lieu of formal education requirements. Bilingual candidate preferred.

Please send letter of interest and resume postmarked no later than June 27, 1997, to the following address: 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.

**Metro**

**Public Outreach Coordinator (Metro)** - \$38,837 - 52,033/annually, full-time (Deadline June 25, 1997). Performs a variety of the most complex public affairs activities, including: develops and implements a community relations program; provides liaison between the Metro Council and the media; identification of outreach opportunities to disseminate information on adopted council policies. Supervision is received from the Assistant to the Presiding Officer and the Presiding Officer. May provide direction to the office Administrative Assistant. The Public Outreach Coordinator is distinguished from other public affairs classifications by responsibility for large and complex projects; involvement in strategy development, and/or development of a community outreach program.

Resumes are not accepted. Required application materials available at: Metro Human Resource Division, 600 NE Grand Avenue; Oregon Convention Center, 777 NE Martin Luther King Jr., Blvd.; the Urban League, 10 N Russell; or the Northeast Workforce Center, 4106 N Vancouver Ave. If you wish application materials mailed to you, call (503) 797-1570. Web address: <http://www.multnomah.lib.or.us/metro>

**AA/EEO Employer**

**Staff Assistant I**

Perform a wide variety of clerical support services for Salem Area Mass Transit District. Come by or call 503-588-2424 for a detailed position vacancy announcement and official application form. Starting wage \$10.69 per hour. Completed application form must be received at District by 5:00 p.m., June 27, 1997. Send to our Human Resources Division, 3140 Del Webb Ave., N.E., Salem, OR 97303. An equal opportunity employer.

**Driver**

**Full-Time and part-time bus driver positions open.** Requires minimum of a high-school diploma or equivalent and one year experience as a licensed driver with a valid commercial driver's license. Send cover letter, resume and proof of CDL license to:

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

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

**Responses Must Be Received No Later Than Friday, June 27, 1997**

**Teachers**

Full time positions: Pre-school starting as soon as possible and Infant/Toddler starting late August. Positions offer professional growth, training in a positive work environment. Program is the self-study process of accreditation. Must have experience and/or education related to appropriate age group. Resume/App. to VOA 234 SE 7th Avenue, Portland, OR 97214. Equal Opportunity Employer.

**Must Sell! Arch steel buildings. Three left over from Shows, Huge discounts offered on these models. 25x36, 42x54 Ask about display program in this area! 1-800-222-6335**

**Sales/Advertising**

**Bright, Outgoing, Warm, Friendly, Sense of Humor!**

If these describe you, please apply to Getting To Know You, a 35 yr. old national women-oriented advertising co. Fund-raising, sales exp a plus. Flexible day hours, excellent benefits, 401(k), \$30-60k. Bonuses, Incentives. Car req'd Auto reimbursement.

Mrs. Kotter

1-800-345-1123

**Safety & Lubrication Inspection Mechanic (Swing Shift)**

Position requires a minimum of three (3) years experience as an automobile and heavy equipment fleet mechanic. Completion of an auto/truck technology course from a certified trade school or equivalent combination of experience. Valid Driver's License with CDL Endorsement required. "EWEB requires DOT drug testing procedures prior to placement. EWEB requires a completed application for all positions. For information and application packet contact Eugene Water & Electric Board, PO Box 10148, Eugene OR 97440 Attn: Human Resources. Call (541) 484-3769 or Fax (541) 334-4608 or e-mail Brenda. Wasson at [eweb.eugene.or.us](mailto:eweb.eugene.or.us). Or visit our web page at [www.eweb.org](http://www.eweb.org). Position closes Monday, June 30, 1997 5:00 p.m. EWEB values diversity in the work force and is an equal opportunity employer.

**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 positions:

**Pavement Management Specialist**  
We are seeking an individual for a position located in Salem to assist in the development and maintenance of the Pavement Management System. This position will analyze data and develop strategies to optimize the condition of the highway network, coordinate the annual pavement testing program and complete treatment type and design for complex pavement preservation projects. 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. Salary \$2,352 to \$3,219\* a month plus benefits. \*NOTE: Upon ratification of union contract + 3% cost of living increase effective July 1, 1997 salary will be \$2,806 to \$3,837. Completed application materials must be received by July 2, 1997. Announcement #OCDD7271. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Transportation Engineer 1 (Senior Research Specialist)**  
We are seeking applicants with strong communication and computer skills for a position in Salem. Will plan, conduct, review and report the results of transportation related research; conduct literature reviews; and assist in product evaluation. Salary \$2,352 to \$3,219 a month plus benefits. Requires a Bachelor's degree in Civil Engineering, Environmental Engineering, Engineering Physics, Materials Engineering, Physics 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. Completed application materials must be received by July 3, 1997. Announcement #OCDD7270. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Machinist**  
We are seeking experienced applicants for a vacancy in Salem. Will design repair parts and tools, modify and manufacture parts for the repair of equipment using various types of machine tools in a large machine shop, and overhaul and repair engines, transmissions, hydraulic pumps and other equipment. Requires six months of experience as a journey-level machinist in a shop or company; OR completion of a four-year machinist apprenticeship; OR an equivalent combination of training and experience which shows knowledge of machinist's methods, standards and practices; knowledge of machinist's tools and equipment, knowledge of safety practices and standards; and skill performing precision machinist's work. Salary \$2,261 to \$2,486 a month plus benefits. Completed application materials must be received by July 7, 1997. Announcement #OCDD7267. 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 HOSPITAL Assistant to the Superintendent**  
Assistant to the Superintendent of Oregon State Hospital in Salem. Challenging position providing administrative support to the superintendent. Serves as first contact with advocacy groups, legislative members, media, etc. Tracks confidential patient investigations; serves as a member of the hospital's executive team

and supervises experienced office staff. Must have experience providing administrative support and supervising staff. \$1,869 to \$2,511 monthly with excellent benefit package. Call (503) 945-2822, TTY (503) 945-2996, immediately for information and application packet. (Please note that this is a corrected phone number.)

**RN Opportunities**  
Now accepting applications for full-time, part-time and job-share Staff RNs and Supervising RNs at our Portland and Salem facilities. Day, swing, and night shifts. Rewarding positions in psychiatric nursing are available immediately on Geriatric, Adult, and Forensic wards. Excellent benefit package, competitive salaries, shift differentials, additional compensation for BSN/MSW. Contact: Employee Relations, Oregon State Hospital; 2600 Center St. NE, Salem, OR 97310 or call (503) 945-2822 for application packet. (Portland area, please call 731-8628.) TTY (503) 945-2996.

**DEPARTMENT OF JUSTICE Attorney**  
Two attorney positions in the Government Services Section of the General Counsel Division. These Salem-based positions were previously advertised and are again open for applications. One position will be filled at the Assistant Attorney General level \$3,054 to \$4,098 monthly, one position will be filled at either the Assistant or Senior Assistant Attorney General level \$3,054 to \$5,765 monthly. Duties include providing general counsel services to state agencies with public contracting needs. Must have knowledge and experience in business and contract law. Familiarity with Oregon public contracting laws, general commercial law, leasing, real estate transactions, information systems technology or intellectual property law also desirable. To apply, call (503) 378-5555 ext 321, (503) 378-5938 TTY. Application deadline 6/23/97.

**Attorney**  
Two attorney positions in the Corrections Litigation Section of the Trial Division. One position will be filled at the Assistant Attorney General level \$3,054 to \$4,098 monthly, one position will be filled at either the Assistant or Senior Assistant Attorney General level \$3,054 to \$5,765 monthly. Duties include preparing and trying inmate cases in all state and federal trial courts. Litigation experience and criminal law background preferred. To apply, call (503) 378-5555 ext 321, (503) 378-5938 TTY. Application deadline 6/30/97.

**Paralegal 2**  
The Department of Justice occasionally has openings in Salem for Paralegals. Salary increased to \$2,024 - \$2,814 a month (effective 7/1/97). Obtain State of Oregon application (PD 100) and Paralegal 2 classification recruiting announcement #OC940593 at any State Employment Department office, call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem, or Internet: <http://www.dashr.state.or.us/jobs/>.

**Team Supervisor**  
The Oregon Department of Justice has a full-time position available in Eugene for a Child Support Team Supervisor. Supervises a team engaged in the activities of establishing and enforcing child support obligations of noncustodial parents. Requires four years of responsible experience involving supervision of technical staff or project/caseload management or technical program coordination. Salary \$2,170 to \$2,913 monthly. Obtain State of Oregon application (PD 100) and recruiting announcement LE960497 at any local Employment Department office or call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem, or Internet: <http://www.dashr.state.or.us/jobs/>. Filing deadline for current vacancy is 6/30/97.

**Investigators**  
The Oregon Department of Justice (DOJ) has a full-time position available in Portland for a DOJ Enforcement Inspector (Investigator 2). Investigates suspected violations of state laws by charities, professional fund raisers and nonprofit organizations. Conducts gaming financial records inspection state-wide. Current salary \$1,965 to \$2,605 a month with an approximate 8% salary increase effective 7/1/97. Requires two years of full-time recent (within the last 10 years), civil or criminal investigation experience in a job such as law enforcement investigator, insurance investigator, armed forces police or counter-intelligence, or government detective work OR two years of college level courses or investigation training in civil or criminal law. Obtain State of Oregon application (PD100) and recruiting announcement LE970467 at any local Employment Department office or call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem, or Internet: <http://www.dashr.state.or.us/jobs/>. Filing deadline for current vacancy is 7/14/97.

**Claims Examiner**  
Attention Mental Health professionals! The Oregon Department of Justice has a full-time position available in Salem for a DOJ Claims Examiner. Responsible for processing and managing complex compensation claims for the Crime Victim's Assistance Program.

Requires 2 years experience determining eligibility for benefits and/or verifying, validating, and analyzing/evaluating information in jobs such as victims' advocate, case worker, mental health specialist, and claims examiner/adjuster. Preference may be given to applicants with coursework or background in mental health. Salary \$2,160 to \$2,871 monthly. Obtain State of Oregon application (PD100) and recruiting announcement LE960505A at any local Employment Department office or call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem, or Internet: <http://www.dashr.state.or.us/jobs/>. Filing deadline for current vacancy is extended to 6/26/97.

**OREGON STATE POLICE Recruit Troopers**  
We are accepting applications for Recruit Troopers. Minimum qualifications: U.S. citizen, 21 years of age, high school diploma or equivalent, licensed to operate a motor vehicle, no felony convictions. Starting salary \$2,656 per month. Pick up an application package at your local OSP office or call the OSP Job Line at (503) 378-3725, ext 4131. Apply by June 30, 1997, for July testing.

**OREGON STATE UNIVERSITY Assistant Director-Facilities Services**  
Oregon State University, located in Corvallis, Oregon, has a student population of approximately 14,000, and encompasses a main campus of 420 acres and 7.2 million square feet of buildings. OSU's Department of Facilities Services is a customer service-oriented organization with a vision and record of continuous improvement. Our Department is a leader nationally in the facilities management arena. Here is an opportunity to serve on a senior management team and join forces with a forward-looking department. We have an opening for an Assistant Director with a verifiable record of excellent customer service and outstanding performance. This senior management position provides leadership for the Planning and Construction Division of the OSU Facilities Services Department. This includes: management of the planning, design, energy, engineering, and construction activities for the University's academic, research, administrative, and certain auxiliary facilities; directing the development of plans and specifications by consultants and in-house staff for University projects in accordance with the Campus Master Plan and University Design Guidelines; overseeing outside contracts for remodeling, renovation, or minor construction projects and assuring projects are constructed as designed; participating in value engineering and cost control measures to ensure the University receives the best product for its investment; coordinating the University's Capital Repair Program and preparing the University's biennial Capital Construction Budget and long-range facilities plan; coordinating campus energy conservation planning and activities; overseeing development of OSU's Campus Development Plan and Parking Plan; maintaining excellent working relationships with campus, city and county personnel. Qualifications for the position include: a Bachelor's degree in Architecture, Engineering or related field; 6 years progressive leadership and experience in facilities design and construction, long range planning, contract and project management; 2 years' experience supervising technical and professional staff; strong customer service orientation; excellent communication skills; and experience with computerized systems for budget and project management. Position is a professional faculty appointment. Salary is negotiable based upon experience and qualifications. For an application form, contact Nina Stagner at Facilities Services (541) 737-7670. To apply, submit a cover letter, application form, resume, and names of three references to Chad Klaus, 100 Adams Hall, Corvallis, OR 97331-2001. For full consideration, complete applications should be received by July 18, 1997. Applications will be accepted until the position has been filled. OSU is responsive to dual-career needs.

**BOARD OF MEDICAL EXAMINERS Department Manager (Chief Investigator)**  
If you are a self-motivated team player with management and investigative experience, then this is the position for you. The Board of Medical Examiners, a licensing and disciplinary board, seeks a dynamic Chief Investigator to manage its Investigations Department. Must have five years experience in lead work, supervision, staff/technical, or professional-level work related to the enforcement of regulations. Good public relations skills essential. Working knowledge of investigative procedures essential; working knowledge of the rules of evidence of definite plus. Experience in the health care arena helpful. Salary range \$2,511 to \$3,536 monthly, possible increase July 1, 1997. Excellent benefits package. Call (503) 229-5873 ext 225 for application packet. Job closes June 30, 1997. EOE.



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:

**Technology Consultant**  
(Job # 153)  
You will work as a member of our team that collaborates in supporting, researching and recommending development tools, processes and education. You must have excellent communication, project management, customer service and information gathering and analysis skills. You must have technical expertise in Visual Basic, SQL and RDBMS (ORACLE preferred) as well as database connectivity and client/server connectivity in a Windows environment.

**Internal Audit Manager**  
(Job # 168)  
You will direct audit staff in the planning and reporting of financial, operational and compliance audits of corporate systems and special projects. You will review audit reports and work papers to ensure department activities meet or exceed standards. You must have a bachelor's degree in Business Administration (or related field) and five years' auditing experience. Two years supervisory experience and a CPA, CIA or MBA is required.

**OHP Dental Service Representative**  
(Job #5037)  
Following controlled guidelines, you will be responsible for the accurate and timely processing of claims for our OHP dental product. This includes analyzing eligibility of benefits, authorizing claims and preparing refunds. To qualify, you must have a high school diploma (or equivalent) and above average communication skills. Knowledge of ADA coding, dental terminology and the ability to work under pressure is necessary. You must have Computer and 10 key calculator skills.

**Computer Operations Analysts II**  
(Job # 153)  
In these night shift positions, you will provide analytical and technical support for production system job processing and automated tape silos. Specifically you will monitor, operate and perform startup/recovery function. Schedules for these positions include three - twelve hour shifts per week, from 6 pm to 6 am. You must have a High School diploma (or equivalent) and experience in an Operations Analyst or similar position.

**Member Services Representative**  
(Job # 110)  
As part of our Member Services Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claims payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical and dental terminology.

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.bcbsco.com>. To apply, please indicate job # 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) 225-4780. We are strongly committed to equal opportunity in all phases of employment.



These are just a few 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 our local Employment Department or log onto our web site at <http://www.dashr.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.