

CLASSIFIEDS

Washington County
Probation & Parole Officer I (Bilingual)
 \$2,639 - \$3,208/mo
 Closes September 5, 1997

Residential Counselor
(Bilingual)
 \$2,570 - \$3,123/mo
 Closes September 5, 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.

Administrative Assistant
KPAM 860 AM Stereo.
 Christian Hit Radio, is looking for an experienced administrative assistant/receptionist. With top-notch computer, language and phone skills, apply now to become part of our upbeat, self-motivated team.

Benefits include medical, dental and 401K.

Successful applicants must:
 * demonstrate proficiency on Windows 95, MS Word and MS Excel
 * have at least 3 years office experience
 * have personal transportation

To apply, please call Sandy Schneider, (503) 251-1277; send resume to KPAM, Attention Sandy Schneider, 10209 SE Division Street, Portland, OR 97266, Suite 100 or fax to (503) 251-1541. KPAM is an equal opportunity employer. We encourage members of minority groups and women to apply for these positions.

Placement Assistant
 Professional minded person who is effective when working in a team setting needed to provide clerical/administrative support for a fast paced office. Requires a high school diploma or equivalent and two years secretarial experience. Word processing, automated database management and office organizational skills required. Must type 60 words per minute. If interested and qualified, submit resume and letter of interest to: Human Resources, 31224 E. Historic Columbia River Highway, Troutdale, OR 97060 no later than September 5, 1997.

Equal Opportunity Employer
 MF/DV

Radio
KPAM 860 AM Stereo is now accepting airchecks and resumes for full- and part-time air talent. 2 years major market experience required. Experience with Christian Hit Format preferred.

Send package to: Scott Thunder, KPAM, 10209 SE Division Street, Suite 100, Portland, OR 97266. No calls please.

KPAM is an equal opportunity employer. We encourage members of minority groups and women to apply for these positions.

Part Time From Home
 Mature, responsible person to gather business information for international company by scanning newspaper, tv and radio news. Send brief letter w/background, address and phone number to: (PO Box 3137) Portland, Oregon 97208

SOCIAL SERVICES
 Domestic and sexual violence program seeks
Direct Service Coordinator for Volunteer Supervision.
 40 hrs. per week, some weekends and evenings.
 Position includes evaluating and maintaining volunteers, records, statistics for the agency, as well as assisting in trainings and crisis intervention work.
 Knowledge of or experience with domestic and sexual violence necessary. Spanish speaking desirable.
\$21,500, plus benefits.
 Send resume and cover letter to: PWCL, PO Box 42610, Ptd., OR 97242.
Open until filled.
 An equal opportunity employer.
Women of color are encouraged to apply.

SOCIAL SERVICES
Council for Prostitution Alternatives seeks
Case Manager. Full time. This position will be responsible for group Facilitation, individual work with participants in the program and management of emergency services.
 Knowledge of or experience of domestic and sexual violence, and the commercialized exploitation of women through the sex industry necessary. **\$23,000, benefits.**
 Send cover letter and resume to: **CPA, 1811 NE 39th, Ptd., OR 97212.** Open until filled.
An Equal Opportunity Employer.
Women of color are encouraged to apply.

EXECUTIVE DIRECTOR
SOCIAL SERVICES
Council for Prostitution Alternatives seeks a fulltime Ex. Dir. Knowledge or experience of domestic and sexual violence, and the commercialized exploitation of women through the sex industry necessary. Experience in similar non-profit preferred. Ability to fundraise and write grants required. Fiscal management experience a must. **\$27,000 plus benefits.** Send cover letter and resume to **CPA, 1811 NE 39th, Ptd. OR 97212.** Open until filled. **An Equal Opportunity Employer.** **Women of color are encouraged to apply.**

Attorney
 Two positions available in the General Counsel Division.
 1) **Human Services Section** is seeking applicants with 1-5 years experience. Duties include providing advice and litigation services to the Mental Health and Developmental Disability Services Division. Familiarity with state administrative law and mental health law desirable. Application deadline 9/15/97.
 2) **Tax and Finance Section** is seeking applicants with 1-5 years experience. Duties include advising the Oregon Dept. of Revenue and representing proceedings before the Tax Magistrates and Regular Divisions of the Oregon Tax Court.
 Applicant should have knowledge/experience in property tax law and/or litigation. Knowledge/experience in real property and/or business valuations and appraisals theory desirable.
Salary \$3,146 to \$4,221 a month. Application deadline is 9/26/97. To apply, call **(503) 378-5555 ext. 321, TTY (503) 378-5938. AA/EOE.**

Portland Development Commission
2 Administrative Positions
Administrative Specialist I - \$19,664 - \$27,955
Administrative Specialist II - \$21,259 - \$30,187
 Prepares documents, processes data, files, and performs other support duties for Development Department. Must have excellent organizational and time management skills.
***Admin. I** requires knowledge of computer programs, including word processing and spreadsheets, and one year minimum clerical experience.
***Admin II** requires above, plus database and 2 years minimum experience. Familiarity of contracting processes helpful.
 Please pick up an application packet and return with supplemental questions by Friday, September 5, 1997 at 5 P.M. If outside Portland metro area, please call our job hotline **(503) 823-3463** and request a packet.

Portland Development Commission
1900 S.W. 4th Avenue, Suite 100
Portland, OR 97201
 The Portland Development Commission values diversity in its workforce and is committed to Equal Employment Opportunity and Affirmative action.

City Of West Linn
Job Opportunity
Community Service Officer \$1914 - \$2488/mo
Position enforces animal control ordinances, takes appropriate enforcement action and responds to citizen complaints regarding animal control and civil code violations within scope of knowledge. May serve as West Linn Police property control officer. Does routine patrol of City streets for civil code violations, such as illegal signs, garbage, debris, nuisances affecting public health and animals running at large. Maintains written records, testifies in court as witness regarding code violations and enforcement actions. Must have ability to utilize computer. Details of testing process, including fees, will be outlined for applicants. **Prior to appointment, successful candidate must pass drug screen.** Must have valid driver's license and good driving record. Qualified applicants must submit a completed City of West Linn application to City Hall, 22825 Willamette Drive, West Linn, OR 97068 by September 8, 1997, 4:30 pm. Pick up application packet at City Hall or call (503) 722-3426 (Voice Mail) or (503) 656-4518 TDD,EEO

Community Revitalization Coordinator
 Half-time Target Area Coordinator in Portsmouth (North Portland). Seeking energetic, self-starter to facilitate 4 year neighborhood revitalization effort. Duties will include assessing community assets & needs, planning & developing goals, working w/ committee to produce & carry out implementation plans. Start: \$13/hr + health insurance.
 To apply: Send cover letter & resume to Portsmouth vision 20/20, % NPNO, 2410 N. Lombard, Portland, OR 97217 by 5:00 p.m. 9/11/97. Info: 283-1096.

Information And Resource Specialist:
 4 years experience/education in social service or related field. Bi-lingual English and Spanish. Knowledge of community resources and computer experience. Experience in parent training helpful.
 Applications available:
 Albina Head Start
 3417 NE 7th Portland, OR
 Closing Date 9/2/97.

Sales Executives
KPAM 860 AM Stereo is looking for experienced sales executives. KPAM is a 50,000 watt AM stereo radio station airing Christian Hit Music. If you have solid commissioned sales experience and would like to be part of a highly motivated team, please consider:
 * generous salary
 * competitive commissions
 * no territories
 * no upper earning limitations
 * medical/dental coverage
 * life insurance
 * paid holidays and vacation
 * matching 401k plan
 Successful applicants must:
 * be experienced in commissioned sales
 * have a highly motivated attitude
 * be a team player
 * have personal transportation
 * be willing to prospect

To apply, please call Lew Davies, General Sales Manager, (503) 251-1277; send resume to KPAM, Attention Lew Davies, 10209 SE Division Street, Suite 100, Portland, OR 97266; or fax to (503) 251-1541. KPAM is an equal opportunity employer. We encourage members of minority groups and women to apply for these positions.

Police Officer Reserve.
City of Milwaukie, Oregon (located within the Portland Metro Area, pop. 20,000).
 We are seeking men and women for the police reserve force. This is a civilian volunteer operation.
 Members are required to attend monthly meetings, ride with and assist regular officers in various aspects of law Enforcement.
 Applicants must be a minimum of 21 years of age; H.S. Grad or GED; no felony convictions; have a valid drivers license; and be able to pass: physical agility, medical exam, psychological exam, extensive background check and drug screening test. Current certified reserves will be given preference. Desirable to have supplemented education with related college courses. If possible, please pick up application packets at Human Resources Department, 10722 SE Main Street, Milwaukie, OR 97222. Contact Cynthia, (503) 786-7507. Completed packets must be received by 4 PM, Monday, September 8th, 1997, in Human Resources at the above address. Fax# (503) 652-4433, TDD #786-7555. All qualified applicants are encouraged to apply. EOE.

SOCIAL SERVICES
Council for Prostitution Alternatives is seeking a
Human Resources/Volunteer Coordinator for 20 hrs/wk. This position will be responsible for recruiting, training and placing volunteers within the agency. CPA is a feminist organization working to end domestic and sexual violence and the commercialized sexual exploitation of women and children.
 Knowledge of or experience with these issues is required. **\$12/hr. Benefits pro-rated.** Send cover letter and resume to **CPA, 1811 NE 39th, Ptd. OR 97212.** Open until filled.
An Equal Opportunity Employer. Women of color are encouraged to apply.

SOCIAL SERVICES
Council for Prostitution Alternatives seeks
Community Outreach Coordinator. 20 hrs/wk. This position is responsible for establishing neighborhood liaisons and public speaking. CPA is a feminist organization working to end domestic and sexual violence and the commercialized sexual exploitation of women and children.
 Knowledge of or experience with these issues is required. Bi-lingual preferred. **\$12 per hr, benefits pro-rated.** Send cover letter and resume to **CPA, 1811 NE 39th, Ptd, OR 97212.**
 Open until filled.
An Equal Opportunity Employer. Women of color are encouraged to apply.

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

Since 1941, Regence BlueCross BlueShield 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:

Assistant Auditor
 (Job # 97-207)
 In this entry-level position, you will perform desk reviews and field audit procedures on Medicare cost reports and audits at our providers' facilities, thereby requiring commuting and out-of-town travel one or two nights per month. A Bachelor's degree in Accounting (or related field) including credits for auditing courses is required. Previous experience in accounting or a health care service environment would be helpful. Position requires good communication skills.

Group Accountant I
 (Job # 97-229)
 You will support internal and external customer relations, maintain group eligibility and provide members information through written correspondence and phone inquiries. Additionally, you will produce group billing statements and reconcile aged accounts. You must have a High School diploma, or equivalent, and college accounting courses. Excellent PC and communication skills are necessary as is the ability to type 40 wpm.

Claims Analysts
 (Job # 97-234)
 You will analyze and enter claim information into our automated Claims Administration System (CAS) for our Claims Training Department. You will provide claims processing to ensure corporate statistical reporting and utilization management, specifically determining payment eligibility under contract guidelines. You must have a High School diploma, or equivalent, and knowledge of medical terminology and ICD9 and CPT IV coding. One year of experience working in a doctor's office, hospital or other medical facility is preferred. Proficiency with 10-key and typing are a must.

Dental Analyst
 (Job # 97-209)
 You will be responsible for the accurate application of dental contract benefits within controlled guidelines and for proper coding and processing of claims. You must have at least six months' claims analyst experience or at least one year' dental office experience. Additionally, you must have a detailed knowledge of dental terminology and ADA coding.

Sr. UNIX Systems Administrator
 (Job # 97-235)
 You will install, evaluate, administer and support UNIX servers and workstations as well as develop, standardize and document the configuration, operation and recovery procedures for our Computer System and Technology Group. To qualify, you must have a degree in Computer Science, Mathematics or Information Technology (or equivalent work experience), and at least six years' experience in data processing or scientific computing to include at least four years' experience in UNIX System Administration (preferably with Sun Solaris and AIX).

Senior Programmer
 (Job # 97-251)
 You will provide data processing and system support to Medicare contractors in eight states. Responsibilities will include installing software releases in nine test CICS regions and eight production regions, designing subsystems, troubleshooting and recommending improvements to our FSS system. Applicants must have at least two years of data processing experience and a working knowledge of system analysis, system testing and validation. You will need to demonstrate your understanding of mainframe software including JCL, COBOL II, CICS, TSO/ISPF, VSAM, EASYTRIVE+ or SAS, Command Level COBOL and Librarian.

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to **Regence BlueCross BlueShield of Oregon HMO Oregon, Human Resources, P. O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.

Regence BlueCross BlueShield of Oregon HMO Oregon

For more information about career opportunities, call our Job Information Line: (800) 231-1617 or visit our website at www.bcbso.com

Employment

The State of Opportunity.

In Oregon, opportunity means a variety of careers available state-wide, competitive salaries and great benefits. Currently, openings exist in the following agencies:

DEPARTMENT OF HUMAN RESOURCES
Program Technician 2 (Prepaid Health Plan/Primary Care Case Management Coordinator)
 The Department of Human Resources, Office of Medical Assistance Programs in Salem is recruiting for two dynamic and creative individuals to be Prepaid Health Plan (PHP)/Primary Care Case Management Coordinators. The PHP/Primary Care Case Management Coordinator 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. 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. Salary \$2,814 to \$3,752 a month. To apply: Obtain Announcement # LE970733, a State of Oregon application (form PD 100) 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. You may also call 945-5698 to obtain an announcement. Your application must be received by September 12, 1997.

OREGON STATE HOSPITAL Custodian
 Custodian, Oregon State Hospital in Portland. Must have at least 3 months custodial experience. Must be able to perform light to heavy cleaning including lifting, mopping, sweeping, emptying trash, etc. Will work around mentally ill patients: must be able to communicate in English in order to read labels and communicate with staff/patients. Must pass criminal history check. Hours are 12:30 p.m. to 9:00 p.m. Excellent benefit package. Salary \$1,246 to \$1,615 a month. Apply at Oregon State Hospital, 1121 NE 2nd Ave., Portland, near Convention Center.

RN Management Opportunities (Portland & Salem Facilities)
 Now accepting applications for 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, and additional compensation for BS/MS degrees. Supervising RN position in Salem primarily 8 a.m. to 5 p.m. weekdays with occasional weekend coverage. Two supervising RN positions in Portland; job share with one half working Thursday and Friday weekly from 7 p.m. to 7:30 a.m. The other half works from 7 a.m. to 7:30 p.m. Saturday and Sunday every other week with every Wednesday from 11 p.m. to 7:30 a.m. Contact: Employee Relations, Oregon State Hospital, 2600 Center St., NE, Salem, OR 97310 or call (503) 945-2822 or 945-2815 for application packet. TTY (503) 945-2996.

DEPARTMENT OF JUSTICE
Revenue Agent 2
 The Crime Victims' Assistance Section has a full-time position available in Salem for a Revenue Agent 2. Duties include conducting office and filed investigation and collection work to monitor and collect punitive damage awards, unitary assessments, restitution and other subrogated funds owed to the Department. Requires one year of direct collection experience of past due accounts, including knowledge of filed collection techniques. Collection experience must have been your primary responsibility, not incidental to other major duties. Obtain State of Oregon application (PD 100) and announcement # LE950817C at any State Employment Department office, call (503) 378-5555 EXT. 322, TTY (503) 378-5938 in Salem, or internet: <http://www.das.state.or.us/jobs/> Application deadline 9/15/97.

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.