

CLASSIFIEDS

Attorney Or Dept of Justice

The Human Services Section of the General Counsel Division is seeking applicants with 1-5 years exp for an attorney position in Salem. Duties include providing advice and litigation services to the Office of Medical Assistance Programs, Adult and Family Services Division and other Department of Human Resources agencies. Familiarity with state administrative law and health law is desirable. Salary \$3,146 - \$4,221/mo. DOE. Must be OSB member at time of appointment. To apply, call (503) 378-5555 X 321, (503) 378-5938 TTY. Application deadline 11/5/97. AA/EOE.

International Regional Assistant

Join our International Department. Work directly with the Regional Coordinator for the Southern Hemisphere to process and track distributor order from receipt at Columbia Sportswear through delivery. Responsibilities include arranging shipments of merchandise, receiving and invoicing distributor orders.

At least 1-2 years' related experience in administrative and office support assignments or equivalent combination of education/experience required. Proficient in Excel and Word. Spanish language skills a plus.

Send resume to: Human Resources, Dept. REGASST, PO Box 83229, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

Maintenance/Repair F/T dependable handy person for office cleaning, general repair and maintenance for 3 sites. Some yardwork included. Must have current ODL to drive company vehicle and prior experience. Send resume to: Otis Clark, CCMH, 6329 NE ML King, Portland, OR 97211

Gov't Foreclosed homes from pennies on \$1. Delinquent Tax, Repo's. REO's. Your Area. Toll Free (1) 800-218-9000 Ext. H- 7111 for current listings.

Community Outreach Specialist

Non-profit community development corporation seeks individual to assist our Community Outreach work on N. Mississippi. His/her duties will include helping to organize neighborhood projects and working with businesses and residents that live in and near N. Mississippi and facilitate the completion and implementation of the revitalization plan. This is a VISTA Volunteer position for one year, with the possibility of being extended, and begins November 1997. Individual needs to have:

1. Commitment to Housing Our Families' mission and values.
 2. Ability to bring together and motivate people and to create a sense of community among them.
 3. Ability to work with all types of people, including people from public agencies, neighborhood groups, churches, the police, businesses, and residents.
 4. Ability to work independently and as part of a team.
 5. Knowledge of inner N/NE Portland is preferred.
- Application packets at Housing Our Families, 3987 N. Mississippi Ave. Position will close October 24.
Equal Opportunity Employer

Attorney

Attorney

Oregon Department of Justice

\$3,146 to \$5,983 Monthly Salary

Attorney position available in the Transactions Section of the General Counsel Division in Salem. This position is limited in duration and will expire June 30, 1999. Duties include providing general counsel services to the Dept. Off Corrections relating to its Prison Industries Program. Must have excellent writing, analytical and verbal skills and be OSB member at the time of the appointment. To apply, call (503) 378-5555 ext. 321, TTY (503) 378-5938. Application deadline is November 14, 1997. AA/EOE

Free Cash Grants!

College. Scholarships. Business. Medical bills. Never repay. Toll Free 1-800-218-9000 Ext. G-7111

Garlington Center Behavioral Healthcare



"Committed to Solving Problems Our Community Cares About"

Garlington Center offers a full range of mental health services to adults, seniors, children, youth and families. Our services are designed to meet the individual, social and cultural needs of our clients. We seek dynamic professionals for the following openings to work in our diverse, multicultural environment:

Clinical Supervisor II needed to supervise a dynamic team serving SED children/youth & their birth, foster & adoptive families. Ref# CFT-CS

Proctor Parents needed to provide safe nurturing homes to culturally diverse preschool children on temporary but long-term basis.

Office Specialist/Office Manager needed for adult services program. Ref #AP-AA

FOR MORE INFORMATION on these and other vacancies, including job descriptions and qualifications, please call our JOB LINE at 727-5947. Send/Fax cover letter and resume to: GARLINGTON CENTER, 911 N. Skidmore, Portland, OR 97217, Attn: HR, Fax 249-8740. No Phone calls please.

An Equal Opportunity Employer Committed To Diversity

Washington County

Community Health Nurse II (3 positions - Clinic, Field, & Bilingual)

\$2,935 - \$3,566/mo
Open Continuous

Elections Assistant

\$1,690 - \$2,054/mo
Closes October 31, 1997

Operations Supervisor

\$3,371 - \$4,097/mo
Closes October 31, 1997

Urinalysis Monitor

(Temporary Extra Help)
\$10.00/hr, 15 hrs/wk
Closes October 31, 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.

SUB-BIDS REQUESTED

Mill Plain Blvd. Extension - Industrial Segment
From 4th Plain Blvd. to Kotobuki Way
Bid Date: October 27, 1997 11:00 am



TAPANU UNDERGROUND, INC.

P. O. Box 1419 Battle Ground, WA 98604
(360) 687-1148 Fax (360) 687-9968

WA LIC #Tapanu/147QM

We are an equal opportunity employer and request sub bids from interested subcontractors and suppliers including but not limited to DVBE, MBE, WBE and emerging SBE.

Employment

At 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 immediate opportunities for the following position:

Engineering Specialist 3 (Inspector)
We are seeking for a team-oriented, experienced individual for position in Milwaukee. Will ensure daily contract compliance on major construction projects; provide documentation to support payment and project acceptance; and function as a member of a crew team of 15-20 individuals. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school and four years of experience directly related to engineering; or five and one-half years (66 months) of sub-professional engineering experience. A Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics may substitute for the Associate's degree in Engineering Technology. Salary \$2,306 to \$3,157 a month plus benefits. Announcement #OCDD77505. Completed application materials must be received by November 7, 1997. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

DEPARTMENT OF CONSUMER & BUSINESS SERVICES
Medical Reviewer
The State of Oregon, Department of Consumer and Business Services, Workers' Compensation Division, is recruiting for Medical Reviewers to work in the Dispute Resolution Section, Medical Review Unit in Salem. As a Medical Reviewer you would perform and facilitate reviews of medical records relating to various medical services disputes; informally resolve disputes between parties through mediation techniques; prepare and issue administrative orders resolving such disputes; and, assist in the formation and implementation of utilization and treatment standards. To be considered you must have two years of experience with responsibility for monitoring and coordinating a program or project in a medical services field. The experience must have included program evaluation responsibility. Preference will be given to applicants with clinical experience in surgery, orthopedic, neurology, or medical surgical nursing. Salary \$2,814 to \$3,752 a month. For additional information and application materials leave a message on the Employee Services JOBLINE at (503) 378-8980. Recruitment closes November 4th, 1997.

OREGON STATE HOSPITAL
Director
Position located in the Rehab. Services Department at the Oregon State Hospital in Salem. Will be responsible for planning, implementing, and evaluating services provided by the Rehab Services Dept. Will clinically supervise staff that provide comprehensive range of rehabilitation services to patients/residents. Must possess clinical credentials as an Occupational Therapist. Excellent benefit package and ongoing training opportunities. Salary \$3,146 to \$4,430 monthly. Call (503) 945-2815, TTY (503) 945-2996 for application packet. Closing date is October 27, 1997.

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Maintenance/Laborer Coordinator
Position located at Oregon State Hospital in Salem. Responsible for coordinating the functions of the Grounds Department. Has the responsibility for assigning and monitoring work for performing landscape maintenance duties and maintaining a variety of records. Must possess or have the ability to obtain a pesticide license within six months of appointment. Salary \$1,615 to \$2,122 monthly. Call (503) 945-2815, TTY (503) 945-2996 for application packet. The close date is October 27, 1997.

Dental Hygienist
Opening for full or part time dental hygienist located in Salem. Must hold Oregon license. Clinic operates 85 MF with flexible hours. Salary is \$2,683 to \$3,575 a month with benefits. Inquire at Oregon State Hospital Dental Clinic, Dr. Kathleen McCann, Supervisor. (503) 945-2957. For an application packet contact Employee Relations Oregon State Hospital, 2600 Center Street NE, Salem, Oregon 97310 or call (503) 945-2815, TTY (503) 945-2996. Closing date for accepting applications is October 29, 1997 at 5:00pm.

OREGON STATE POLICE
Cadet positions
We are accepting applications for Cadet (seasonal) positions through November 30, 1997. Minimum qualifications: 18 years or older, high school diploma or equivalent, licensed to operate motor vehicle, and no felony convictions. Starting hourly rate is \$8.31 for the first 12 months. Cadet Application form required. To receive an application, call the OSP JOBLINE at (503) 378-3725, ext. 4131; pick up at any State Police Office; or write OSP Sworn Applicant Processing Section, 498 N. Monmouth Ave., Monmouth, OR 97361. Applications must be postmarked on or before November 30, 1997.

DEPARTMENT OF LAND CONSERVATION & DEVELOPMENT
Natural Resource Specialist 3 (Coastal Specialist)
Oregon's nationally recognized land use planning agency has an immediate opening in its Portland office. The Coastal Specialist is responsible for analyzing proposed and new regulations of two federal programs (coastal nonpoint pollution control, and listing of coastal salmonids pursuant to the federal endangered species act) for their programmatic and fiscal impact on the Oregon Coastal Management Program (OCMP) and for recommending the appropriate state response. Salary \$2,671 to \$3,576 a month plus benefits. Application and announcement #LE970896 available from local state employment offices, DLCD (503) 373-0050 or on world wide web at <http://www.dash.state.or.us/>. Application deadline is November 14, 1997.

Planner 3
Oregon's nationally recognized land use planning agency has nine current Planner 3 vacancies. Salary \$2,803 to \$3,752 a month plus benefits; pending legislative review, the salary range for these positions may be changed to \$3,085 to \$4,131 a month plus benefits. Planner 3 in these positions provide technical assistance to cities and counties, other agencies, land owners and citizens; manage grants, agreements and consultant contracts; evaluate land use plans and decisions; and assist in developing regional approaches to urban and rural planning problems. Seven of these positions are in the Transportation and Growth Management (TGM) Program and Urban Review Program of the Urban Services Division

located in Salem and Portland. The other two are in the Rural Development and community Services Division located in Bend and Medford.

Application and announcement #LE970878 are available from local state employment offices, DLCD (503) 373-0050, or on World Wide Web at <http://www.dash.state.or.us/>. Application deadline is November 14, 1997.

OREGON BOARD OF MEDICAL EXAMINERS
Administrative Assistant (Personnel/Payroll Assistant)
Part-time position located in Portland. The Board of Medical Examiners, a licensing and disciplinary board, seeks an experienced, well organized administrative specialist to assist in coordinating personnel, contract and payroll functions. You must have 3 years' clerical/secretarial experience which included 2 years at a full performance level coordinating office procedures. Training may substitute for up to 1 year of experience (preference may be given to candidates with personnel, payroll or contracts experience). Salary is \$1,316 to \$1,747 a month with an excellent benefit package. Call (503) 229-5873 ext. 225 for application packet. Closing date is November 5, 1997.

DEPARTMENT OF CORRECTIONS
Corrections Production Coordinator 3 (Furniture Manufacturing Coordinator)
This position is located in Salem and provides supervision and training to inmate workers in all phases of a large furniture manufacturing operation. Requires three years' lead work experience, one year coordinating the production of finished goods in a woodworking manufacturing environment. Salary is \$2,471 to \$3,246 a month with excellent benefits. Job announcement (LE970977) and a State of Oregon employment application may be obtained through any Oregon employment department OR call (503) 378-6013 OR log onto our web site at <http://www.doc.state.or.us>. Recruitment closes November 3, 1997.

Program Representative 2 (Inmate Grievances/Minority Affairs Representative)
One vacancy available in Ontario. Will be responsible for institution-wide program development and coordination in support of inmates regarding inmate grievances and inmate minority affairs. Requires four years' technical/professional experience analyzing advising, instructing the public concerning specific programs (two years of which involved monitoring, representing and reviewing programs). Salary is \$2,712 to \$3,642 a month with excellent benefits. Job announcement (LE970980) and a State of Oregon employment application may be obtained through any Oregon Employment Department OR call (503) 378-6013 OR log onto our web site at <http://www.doc.state.or.us>. Recruitment closes November 3, 1997.

Program Representative 2 (Rules Representative)
One vacancy available in Ontario. Will be responsible for institution-wide program development and coordination in support of inmates and staff regarding institution rules, policies and procedures. Requires four years' technical/professional experience analyzing advising, instructing the public concerning specific programs (two years of which involved monitoring, representing and reviewing programs). Salary is \$2,712 to \$3,642 a month with excellent benefits. Job announcement (LE970979) and a State of Oregon employment application may be obtained through any Oregon employment department OR call (503) 378-6013 OR log onto our web site at <http://www.doc.state.or.us>. Recruitment closes November 3, 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.dash.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

Oregon Legislature Project Director Database Administrator Systems Software Analyst

- Competitive Wage
- Excellent Benefits
- Challenging Environment
- Implement New Technology
- Advancement Opportunity

Karen Hupp
140 State Capitol, Salem Or 97310
(503) 986-1373 Fax (503) 986-1684
<http://www.leg.state.or.us>
Deadline: 11.7.97



Accounting

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 possibility:

Claims Clerk

(Job # 97-316)

You will contribute to accurate claims processing by identifying member eligibility on new claims and entering the claims onto the appropriate processing system, ensuring accurate inventory and tracking of outstanding claims. You must have a high school diploma, at least six months' data-entry experience, and 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 must have a High School diploma, or equivalent, and knowledge of medical terminology and ICD9 and CPT IV coding. Proficiency with 10-key and typing are a must. Excellent communication skills and the ability to work overtime are required.

Dental Claims Analysts

(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. Excellent communication skills, CRT experience and 10 key by sight is necessary.

Cost Accountant

(Job # 97-311)

You will prepare monthly and quarterly cost and budget reports; assist with the preparation of annual budgets for Medicare, FEP and National Accounts; and file monthly, quarterly and annual cost reports as required by Regence and federal agencies. You must have a Bachelor's degree with an emphasis in Accounting and at least one year of cost accounting experience, or you will need a minimum of five years' financial or cost accounting experience with proven technical and analytical skills. You must have and an extensive knowledge of EDP applications and cost accounting techniques, as well as PC experience with Lotus, AmiPro and IVIS (or other mainframe general ledger).

Customer Service Representative

(Job #97-179)

You will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility claim 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. You must have excellent PC, math and communication skills as well as the ability to type 40 word per minute.

Data Communications Specialist

(Job # 97-306)

You will coordinate design, installation, maintenance and support of all corporate data communications operations and network management systems. Qualified candidates will have a minimum of 5 years' progressively responsible experience in the telecommunications and data communications industry, and familiarity with hardware and systems architecture.

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 and Regence 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



New Career Opportunity

If you're seeking new career opportunities, you're cordially invited to the American Family Open House At: 5000 S.W. Meddows, RSVP for Date and Time.

You'll meet others who have made the career switch to American Family-an insurance industry leader for nearly 70 years. You'll learn how you can:

- Have unlimited income potential
- Manage your own business
- Realize career advancement

For more information, call: 968-5800



American Family Insurance is an equal opportunity employer.

Portland Public Schools

KBPS AM/FM - Senior Administrative Secretary II #33320

Has responsibility for making District program related decisions and deals with staff, students and the public. The duties are complex and require decision making which goes beyond the range of responsibilities of most secretarial classifications. Acts as liaison between KBPS Public Radio Foundation and staff. Candidate would be responsible for performing the administrative and clerical office duties associated with KBPS radio, including budgets, grant funds, handling donations, requisitions, purchasing, contracts and agreements, payroll and invoices and fund drives. Experience in accounting and bookkeeping necessary with proficiency in all budget related procedures. Excellent computer skills with emphasis on word processing, spreadsheets and data base management. Four years of progressively responsible District and/or school based office management experience, good general office skills. This Administrative Secretary II position is on the District's 261-day calendar. The salary schedule is IV-A - Grade J, and pays \$25,160 to \$31,236 with specific placement within that range dependent upon the contract the District has with the P.F.T.C.E. For application and complete job description, inquire: personnel Services Department, Portland Public Schools, 501 N. Dixon St., Portland, Or 97227, (503) 916-3544. Women, minorities are encouraged to apply. Position closes at 4:30 p.m., on October, 1997.

An Equal Opportunity Employer - A Drug-Free/Smoke-Free work Place.



within the state. We have immediate opportunities for the following position:

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