

CLASSIFIEDS

Radio Marketing Consultant

Salem Media of Oregon, Inc., KPDQ AM/FM Christian formatted radio, has an immediate opening for Marketing Consultants. The ideal candidate should have earned the accreditation of Certified Radio Marketing Consultant (CRMC) through the Radio Advertising Bureau (RAB). In order to receive consideration, other candidates must be able to demonstrate that they possess our five **must have** characteristics: CREATIVE/INNOVATIVE • GOAL/ACHIEVEMENT ORIENTED • INFLUENTIAL • PERSISTENT/TENACIOUS • SENSE OF URGENCY. All candidates must be team players and of strong moral character and integrity. Base pay with excellent commission package and benefits. FAX your resume to Mike Hadley, General Sales Manager at (503) 238-7202. The deadline is December 31, 1997. AN EQUAL OPPORTUNITY EMPLOYER.

Administrative Assistant

Nonprofit housing management organization seeks an individual who works well with people; has the skills to handle multiple tasks; and the ability to follow oral and written instructions. Primary responsibilities include greeting applicants, visitors, callers and residents in a cordial manner; providing program information; receiving rent payments, completing maintenance work orders; computer data entry and filing. Salary range \$19,000-\$21,000. Fringe benefits. No Walk-ins. Mail resume by January 9, 1997 to:

Executive Assistant
4829 NE Martin Luther King, Jr., Blvd.
Portland, OR 97211
An Equal Opportunity Employer

Homes For Sale

\$0 Down To Qualified Buyer
4 Bedroom - 3 Bath, 1712 SW 20th Ct. - Gresham
Ready for Immediate Occupancy
330-3113

Remodeling Salesperson

Residential remodeling design and sales position with nationally recognized design/build contractor. Experience in remodeling sales required. Background in housing, architecture, interior design, construction, or combination needed. Use of own vehicle required. Commissioned position with start-up base salary. Health benefits. Job description available on request. Neil Kelly, a fifty year old Portland company, named one of Oregon's top 100 businesses to work for in 1996 by Oregon Business Magazine. Team organizational structure. Send resume and cover letter to: Julia Spence, V.P Human Resources, Neil Kelly Designers/Remodelers, 804 N. Alberta St., Portland, OR 97217. E-mail: jbspence@neilkelly.com

Development Assistant

Self Enhancement, Inc. has an immediate opening for a Development Assistant to perform a wide variety of administrative clerical duties for the Development department responsible for all of SEI's fund raising activities. Must have high level administrative skills with a minimum two years advanced office exp., degree in related field preferred, advanced writing skills, outstanding interpersonal skills and phone manner, must be self starter, highly organized, excellent word processing and database management skills. Excellent benefits and salary including 401K. For application and job description, Self Enhancement, Inc. 3920 N. Kerby Ave., Portland, OR 97227 or fax resume to (503) 249-1955. Open until filled.

KXL AM/FM Portland looking for assistant engineer. Minimum 2 years broadcast engineering experience required. Knowledge of all electronic repair to component level necessary and wide computer and computer networks a must. Apply to Larry Wilson, 0234 SW Bancroft St., Portland, OR 97201. No phone calls, Equal Opportunity Employer

Soul Food Cook

Soul food kitchen operator, needed to manage/operate restaurant is close-in N.E. Portland. Must be experienced.

Lease terms negotiable. Interested Applicants Call Tony Washington at 288-0033

Operations Manager

Food Industry Professional with significant operational experience to manage collection, storage, and distribution of food to local helping agencies in the Portland Metro area and regional agencies throughout the state. Operations and 20 person staff in two sites in Portland. Additional management responsibilities include inventory control, volunteer coordination, food sorting/recovery operations, and facility/equipment maintenance. Must be an innovative team player with strong people management skills, and the ability to assist in formulating and implementing creative new approaches to the distribution of donated food. FT + benefit. Send letter with salary requirements & resume to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 12/31/97. Equal Opportunity Employer.

Volunteer Coordinator

Self Enhancement, Inc. has an immediate opening for a Volunteer Coordinator. A new position responsible for creating, implementing and supervising SEI's volunteer Program. Must be self starter, degree in related field preferred, excellent communication skills, highly motivated and organized and have excellent word processing and database skills. Excellent benefits and salary including 401K. For application and job description, Self Enhancement, Inc. 3920 N. Kerby Ave., Portland, OR 97227 or fax resume to (503) 249-1955. Open until filled.

Corrections Officer; \$15.79 per hour; work in the custody, care and human treatment of adult male or female inmates in a jail or other detention environment; applicants must be at least 21 years of age, U.S. citizens, have a valid driver's license and have experience and/or training equivalent to two years; applications taken on a continuous basis. Application information available at www.multnomah-lib.or.us/jobs/, in person or mail self-addressed, stamped envelope requesting application forms. Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, PO Box 14700, Portland, OR 97293-0700.

Attorney

Legislative Counsel

\$5,134 - \$6,875/month

Office Administration and Management of:

- Legislative Counsel Staff
- Bill Drafting
- Amendments to Measures
- Publication of the ORS
- Legal Research

Karen Hupp

140 State Capitol, Salem OR 97310
(503) 986-1373 Fax (503) 986-1684

<http://www.leg.state.or.us>

Deadline: 1/15/98



Columbia Sportswear Company®

Computer, High Technology

Swing Shift Operations Support Analyst Work For One Tough Mother...

Mother Boyle has proven for more than 50 years that quality construction and innovation in sports apparel is a formula for success. We're seeking a Operations Support Analyst who thrives on challenge and is looking for potential to grow with a fast paced, successful company.

In this position, you will be responsible for:

- Maintaining computer equipment & printers, and ensuring availability of all supplies.
- Checking equipment on a regular basis to prevent any system downtime.
- Supporting users encountering hardware or software PC problems.
- Troubleshooting network problems and working closely with corporate IS to resolve problems in a timely manner.

Experience to include a minimum of 3 years in Data Processing, Computer Programming and/or Systems Administration.

Send resume to: Human Resources, Dept. RVGOPS, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

Washington County

Automation Program Specialist (Automation Librarian)

(Pending Board of Commissioners' Approval)

\$3,540 - \$4,304/mo

Closes January 16, 1998

Engineering Project Coordinator

\$3,540 - \$4,304/mo

Closes January 9, 1998

Program Educator

(Public Information Specialist)

(Part-time 32 hrs/week)

(Pending Board of Commissioners' Approval)

\$15,97 - \$19.41/hr

Closes January 2, 1998

Survey Technician III

(Development Review)

\$2,871 - \$3,529/mo

Closes January 9, 1998

Web Specialist

(Pending Board of Commissioners' Approval)

\$2,908 - \$3,533/mo

Closes December 29, 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.

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.

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 uninsurable 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.

Associate Marketing Representative

(Job # 97-201)

You will be responsible for assisting a Marketing Team in the service and retention of all lines of business for your assigned territory. To qualify, you must have a college degree or equivalent experience in the health insurance field with demonstrated sales and service experience (preferably in group health and life insurance).

Secretary

(Job # 97-185)

You will answer all incoming telephone calls and electronic mail related to graphic arts and printing requests, provide expert customer service to clients of the Reprographics Department, screen jobs for accuracy and completeness, and perform PC and data entry functions as required. To qualify, you must have two years' secretarial experience, a High School diploma, and excellent PC and communication skills.

Provider Service Representative Allied Products

(Job # 97-195)

You will perform activities to achieve provider understanding of claims procedures, serve as a provider resource, initiate and coordinate special projects and committees, and research and develop provider education materials. To qualify, it is essential that you have a Bachelor's degree (or equivalent experience) and a minimum two years' experience in the health care industry. Knowledge of provider organizational structure, dental and medical terminology, ADA, CPT, ICD-9 CM, and RBRVS is necessary.

Sr. UNIX

Systems Administrator

(Job # 97-351)

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).

Customer Services Representative

(Job #97-188)

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 words per minute.

Member Customer Service Representative

(Job #97-194)

Salem Office

You will provide accurate and timely information to our customers, brokers, providers, and group administrators regarding benefits, contract administration, eligibility, claim payments and denials. You must have a High School diploma, GED, or equivalent work experience including at least 1 year of customer service experience (within the last 2 years). Knowledge of medical terminology is required.

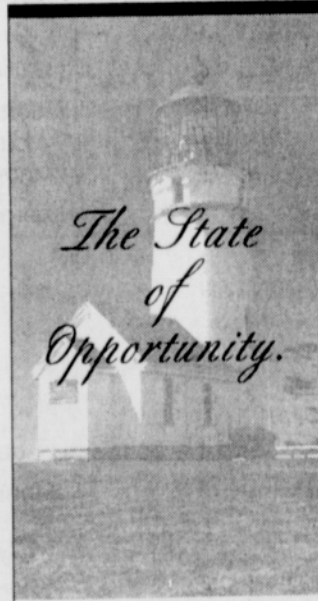
Claims Analysts

(Job # 97-191)

Medford Office

You will analyze and enter claim information into our automated Claims Administration System (CAS) for our Claims Training Department in our Medford office. You must have a High School diploma, or equivalent, and knowledge of medical terminology. One year of experience working in a doctor's office, hospital or other medical facility is preferred.

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 immediate opportunities for the following positions:

Transportation Engineer 3 (Pavement Materials Engineer)

We are seeking an individual with technical expertise in pavement materials for a position in Salem. Will work with various ODOT staff in construction, maintenance, materials, testing, contract administration and pavement services, and private sector suppliers of pavement materials to provide efficient and competent service in the field of material specifications, material testing, mix design formulation, problem identification and resolution, and training. Position represents ODOT locally and nationally on issues of pavement materials. Requires Registration as a Professional Engineer. Salary \$3,762 to \$5,146 a month plus benefits. Completed application materials must be received by January 12, 1998. Announcement #OCDD7540. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.

Right Of Way Agent 2 (Senior Right of Way Agent)

We are seeking applicants for a current vacancy. This position will be headquartered in Salem or Roseburg pending negotiation with successful candidate. Will appraise property and negotiate for the acquisition, sale or management of land needed for public use. Requires two years of experience appraising and negotiating the purchase of real estate for a public or other body covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; AND a Bachelor's degree, preferably in law, business administration, forestry, agriculture, engineering, or a closely related field; or three more years of relevant experience. Salary \$3,095 to \$4,232 a month plus benefits. Announcement #OCDD7539. Completed application materials must be received by January 5, 1998. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.

Right Of Way Agent 2 (Senior Right of Way Agent)

We are seeking for team-oriented, experienced individual with strong survey and inspection background for position in Portland. Will lead survey crew responsible for all field location and construction surveying; and ensure daily contract compliance on major transportation construction projects. Requires a Bachelor's degree with major coursework in civil or transportation-related engineering; or PE, PLS, FE/EIT or FLS/LSIT certification/registration. Applicants who possess an LSIT/PLS certification/registration are preferred. Salary \$2,545 to \$3,477 a month plus benefits. Announcement #OCDD7639. Completed application materials must be received by January 9, 1998. Contact ODOT

Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.

Right Of Way Agent (Entry)

(Right of Way Agent)

We are seeking applicants for multiple vacancies in Salem and Portland. These positions will appraise property and negotiate for the acquisition, sale or management of land needed for public use. Requires a Bachelor's degree in Law, Business Administration, Forestry, Agriculture, Civil Engineering, Communications, Psychology, or a close-related field AND one year of experience performing real property appraisals for true market value; or negotiations for property acquisition by a utility, industrial concerns or public agency; or the examination of right-of-way engineering work (e.g. plot map development, right-of-way surveying, property monumentation, or deed research); OR an equivalent combination of training and experience. Salary \$1,811 to \$2,471 a month plus benefits. Completed application materials must be received by January 5, 1998. Announcement #OCDD7538. 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.

OREGON STATE POLICE

Recruit Trooper

Candidate will enforce State laws (including fish and wildlife), patrol highways, investigate crimes, and will perform other duties as required. Minimum qualifications: you must be a U.S. citizen, 21 years of age or older, licensed to operate a motor vehicle, with a high school diploma or equivalent, with no felony convictions. Applications received or postmarked no later than December 31 will be invited to test in February. Starting pay is \$2,722 a month; benefit package available. Call the OSP Jobline at (503) 378-3725, ext. 4131, or write Oregon State Police, 498 N. Monmouth Ave., Monmouth, OR 97361.

DEPARTMENT OF HUMAN RESOURCES

Oregon Health Division

Clinical Lab Inspector

Candidate will conduct on-site lab surveys. Position located in Portland; extensive travel throughout Oregon required. Prefer Med-Technologist with experience in lab management, surveying, or compliance to clinical lab regs. Salary \$2,561 to \$3,406 a month. For application package, call Personnel at (503) 731-4005. Applications are due by Wednesday, January 7, 1998.

DEPARTMENT OF CORRECTIONS

Chaplain

Two vacancies in Salem. These positions provide spiritual development of inmates, conduct counseling, coordinate religious programs. Requires Bachelors, a Graduate Degree from an accredited seminary/theological school. Must be an ordained religious leader or possess official endorsement/sponsorship from a recognized religious organization and 3 years experience as a religious leader. Salary \$2,753 to \$3,738 monthly. (job announcement #LE970710A) and State of Oregon employment application may be obtained through any Oregon Employment Department of call (503) 378-6013 or log onto the DOC web site at: <http://www.doc.state.oregon.us> Recruitment closes December 29, 1997.

DEPARTMENT OF CORRECTIONS

Chaplain

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



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

