

Administrative Assistant/Receptionist needed for national river protection organization. Duties include answering phones, database entry and clerical support. Previous non-profit experience desired. Competitive salary and benefits. Deadline Monday, March 16th. To apply, send resume to River Network, PO Box 8787, Portland, OR 97207.

Family Advocate Bi-lingual in Spanish and English, 2 years experience/education in social service or related field, knowledge of community resources, computer experience. Applications available: Albina Head Start 3417 NE 7th Portland, OR Closing date 3/6.

The Albina Ministerial Alliance is a non-profit agency that promotes the health and well-being of children, youth and families in North/Northeast Portland. Immediate openings are available for the following positions:

Accounting Manager -

PT (30 hrs/wk)

Responsible for maintaining the accounting and administrative integrity of the agency. Five years mgmt. in non-profit. BS in business, Acctg., or related field. Computer expertise (Fundware preferred). Successfully pass criminal background check. General ledger, cash management budgets/forecast, financial analysis, financial stmts. & reports, supervisory skills, audit preparation. Salary DOE

Receptionist - FT

Bi-lingual Sp/Eng a plus. Range \$6.50 - \$9.00 hour

2 Case Managers - FT

Bi-lingual Sp/Eng a plus \$7.00 - \$10.92 hour

Apply at: Albina Ministerial Alliance, 1420 NE Dekum, Portland, OR 97211. Deadline Monday, March 2, 1998, 4:30pm.

Washington county

Engineering Technician I

\$2,295 - \$2,778/mo
Closes March 6, 1998

Planning Assistant
(part-time)

\$13.10 - \$15.92/hr
Closes March 6, 1998

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.

KICK OFF 1998 WITH THE ULTIMATE PART-TIME JOB

UPS IS HIRING!

*Rated as the #4 Most Admired
Employer in the nation
by Fortune Magazine*



\$8.50 - 9.50/hour to start

- » opportunities for advancement
- » various part-time shifts available
- » must be 18 years or older
- » full benefits for employees & dependents

**DROP BY . . .
THE NORTHEAST
WORKFORCE CENTER, INC.**
4106 North Vancouver Ave, Portland
8 a.m. - 3 p.m.
Monday through Friday

**For more information, please call
the Workforce Center at 503-288-4370**

An Equal Opportunity Employer

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

Since 1941, Regence 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.

Executive Secretary

(Job # 400)

You will provide secretarial support for the Assistant Vice President, Metro/Individual Sales and Supervisor, and Metro Marketing Sales Support Services by contributing to the overall efficiency of the department. The qualified applicant will possess a High School diploma, or equivalent, at least three years of secretarial experience, the ability to exercise initiative and good judgment, as well as have good PC skills and excellent organizational, interpersonal and communication skills.

Training Assistant

(Job # 97-209)

In this part-time position, you will be responsible for in-house class registration and record keeping, answering phones, and handling multiple tasks simultaneously for our Corporate Planning & Organizational Development Department. You will oversee the use of teleconferencing and audiovisual equipment, administer a tuition reimbursement program, take meeting minutes, and create correspondence. You must have at least 3 years of secretarial experience in an active office environment, type 55 wpm, and be familiar with computer software for word processing and report generation.

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.

Image Management Clerk

(Job # 406)

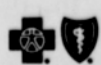
You will utilize imaging hardware and software to scan, index, and commit to optical disc all claims, claims related documents, and corporate files. You must have at least one year of office experience and knowledge of scanning equipment and Microsoft Windows. The ability to prioritize tasks, follow technical guidelines, and work well with minimal supervision with heavy workloads is required.

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.

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



Are you a highly motivated & energetic individual looking to expand your horizons in the field of community development? If so, we have the job for you!!!

Inner N-NE Portland CDC is seeking a detail oriented self-motivated person as Office Manager. Beginning salary is \$10 - \$12 per hour, & excellent benefit package.

Qualified applicants must have a minimum 3 years office management experience. If this is the job you're looking for, please submit your resume, references, and cover letter to: Attn: Executive Director, PO Box 11268, Portland, OR 97211, no later than March 2, 1998.

MEDIA DIRECTOR Senate Democratic Office

- Coordinate Media Relations
- Full or Part Time
- \$20,000 - \$35,000/year

Karen Hupp

Employee Services

140 State Capitol, Salem OR 97310

(503) 986-1373

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

Deadline: 3/6/98



LEIGH PROPERTIES

Bill Leigh, Broker

2736 N.E. MLK BLVD.

P.O. Box 12208 Portland, OR 97212

(503) 287-2634 Fax 287-2716

Restaurant/Deli with equipment at 3536 NE MLK Blvd.

Retail Space 2726 NE MLK Blvd. next to Bridges Soup and Sandwich

Office and Classroom space at N. Killingsworth and Albina

New Small Retail Space at 4732 NE MLK in new apt complex and another at 6021 NE MLK next to the nail shop at N. Ainsworth

Please contact Bill Leigh at 287-2634

Employment



Engineering Specialist 3 (Senior Inventory Specialist)

We are seeking applicants for a position in Salem. Will assist in developing, updating and managing the Integrated Transportation Information System (ITIS), a computerized state highway inventory database. This database uses mileposts as its major referencing system and is the primary resource for any milestone related data used by many department units. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and four years of experience directly related to engineering; OR five and one-half years (66 mos.) of sub-professional engineering experience. A Bachelor's degree in Engineering (i.e. mechanical, electrical, chemical or other discipline) may substitute for the Associate's degree in Engineering Technology. Salary \$2,306 to \$3,157 a month plus benefits. [Announcement #OCOT8016]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by March 13, 1998.

Environmental Program Coordinator 2 (Wetlands Specialist)

We are seeking an expert to fill a vacancy in Environmental Services. This position is a staff expert in the fields of Freshwater and Estuarine Wetlands and related biology. This position's basic task is analyzing and documenting the impacts of projects and other department activities on wetlands habitats and functions. The work includes the independent design and conduct of the research and the preparation of reports. Often the task will include the planning and design of mitigation measures and their subsequent coordination. This work serves to document agency compliance with federal, state, and local laws and regulations and supports the preparation of environmental impact statements, environmental assessments, permit applications, and various legal findings. Requires two years of environmental analysis or resource project management experience AND a Bachelor's degree with 30 quarter or 20 semester hours in an environmental science, a natural science or a closely-related field, such as wetland ecology, wetland science, biology, soil science, hydrology or landscape architecture. Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree. Salary \$2,423 to \$3,316 a month plus benefits. [Announcement #OCOT8015]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by March 13, 1998.

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

DEPARTMENT OF HUMAN RESOURCES

Oregon State Hospital

Psychiatric Social Worker

Position located in Salem, Oregon. We have immediate openings for four Psychiatric Social Workers. The openings are in Adult Treatment, Geriatric Treatment and Forensic Hospital Treatment Services. The work involves performing psychosocial assessments and identifying plans and solutions to problems; and participating in an interdisciplinary team and a master treatment plan process. These positions require a Master's degree in Social Work. Permanent full-time; salary \$2,443 to \$3,249 a month. Excellent benefit package. **Application packets are available 8 am - 5 pm, M-F at Oregon State Hospital Employee Relations, Bldg. 29; 2600 Center Street NE, Salem; or call (503) 945-2815 in Salem; TTY (503) 945-2996.** Position closes Friday, March 13, 1998.

DEPARTMENT OF CORRECTIONS

Assistant Director of Institutions

The Oregon Department of Corrections has two vacancies as Assistant Directors of Institutions. These positions are responsible for the overall direction and leadership of a statewide network of 12 adult correctional institutions. Requires 10 years of progressively responsible management experience directing a complex, multi-faceted organization of related size and scope and a Bachelor's degree or three additional years of experience. Preference may be given to experience/knowledge of public sector management and/or Adult Correctional programming emphasizing the reduction of recidivism. Salary \$55,848 to \$78,624 annually. Excellent Benefits. **Job Announcement #ES107028 may be obtained through any Oregon Employment Department or call (503) 378-3040, FAX (503) 378-5731, or visit our web site at**

www.dashr.state.or.us/jobs/.
Recruitment closes March 18, 1998.

OREGON DEPARTMENT OF JUSTICE

Legal Office Supervisor

The Oregon Department of Justice has an immediate opening in its Portland office for the position of Legal Office Supervisor (Office Manager 2 Class). This person supervises eleven clerical and administrative positions providing support to approximately 15 attorney and paralegal personnel. One full year supervisory experience required. Preference for legal knowledge and law experience. Salary is \$1,925 to \$2,586 monthly. **Obtain State of Oregon application (PD100) and Office Manager 2 class announcement LE980221 from any local State of Oregon Employment Department Office or via Internet at: <http://www.dashr.state.or.us/jobs/> or by calling 503-225-5555 or TTY 503-378-4672. For additional information regarding this position, contact Lynne Gage at 503-373-3774, Salem. Filing Deadline is March 11, 1998.**

OREGON STATE UNIVERSITY

HVAC Control Technician

(Facilities Services)

Qualifications include being a Graduate of an accredited school (2 year program) in heating and air conditioning and two years full time experience installing, altering, calibrating, repairing and maintaining HVAC control systems and performing corrective and preventive maintenance on HVAC systems. Two additional years of qualifying experience may be substituted for the two years of education. Major duties include performing troubleshooting of systems by reading and interpreting control logic diagrams, wiring schematics and written instructions; installing, altering, maintaining, and repairing pneumatic and electrical/electronic (DDC) control systems; calibrating environmental temperature, pressure and humidity controls; diagnosing and introducing custom control actions through application software; programming computer control code; installing and modifying HVAC systems; performing corrective and preventive maintenance on HVAC systems; and fabricating parts or mounts for equipment. Salary \$2,306 to \$2,657 a month. **Contact OSU Department of Human Resources, 14th and Jefferson, Corvallis, OR 97331-2131, (541) 737-3103, TTY (800) 735-2900, for application materials.** All application materials must be received by the closing date of March 27, 1998.

OREGON ECONOMIC DEVELOPMENT

DEPARTMENT

Industry Development Division

Program Technician 2

(Regulatory Liaison)

We are currently recruiting for a Regulatory Liaison in the Industry Development Division located in Salem. This position is responsible for assisting companies with understanding and complying with state and federal regulations. A focus of the job will be on natural resource regulation. Major duties include: providing technical consultation to businesses concerning Oregon's regulations and processes; representing the agency at meetings with companies that address environmental issues impacting economic development in Oregon; and assisting the Regulatory and Natural Resources Advisor in representing the agency on various natural resource committees. Candidate must have knowledge of state and federal laws, rules, and policies, skill in negotiating resolutions to complex issues, and extensive writing and public speaking skills. Salary \$2,814 to \$3,752 a month. **Announcement #LE980076.** Closing date is March 6, 1998. **Further information and application forms may be obtained by contacting the Oregon Economic Development Department, Human Resources Division at (503) 986-0097, or 1 800-233-3306.**

Workforce Manager D

We are currently recruiting for a Workforce Manager D for our Industry Division located in Salem. This position is involved in implementing a statewide workforce program by actively participating as a member of the state's workforce development team. Position evaluates quality of agency services by obtaining feedback from agencies and industries throughout the state; assists in developing agendas for workforce development; and collaborates with local, state, and federal governments. Will also be responsible for supervising program staff, establishing short and long term goals, evaluating employee performance, and hiring new employees. To qualify you must have six years of experience in supervision or professional staff level work. This experience must have included a) development of program rules and policies, b) development of long and short term goals, c) program evaluations and d) budget preparation. A Bachelor's Degree or courses in management, business, public administration, or a related field may be substituted for up to three years of the experience. Preference will be given to candidates with experience in organizing and facilitating the efforts of diverse groups for workforce development or for development in demand side strategies for workforce development based upon industry or regional needs. Salary is \$3,146 to \$4,430 monthly. **Announcement #LE980181. Send resume and cover letter to Economic Development Program, Human Resources Section, Attention Dennis Sparks, 775 Summer Street NE, Salem, OR 97331. Phone TTY (503) 986-0123 or Fax (503) 581-5115. Deadline for application is March 16, 1998.**

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 87777. 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.