

CLASSIFIEDS AND BIDS

Security/Driver

On-Call position, must work well with people and be a team player - \$7.88 per hour starting pay. Also accepting applications for future positions for security guards and drivers. Send resume or come in to fill out an application:

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 BY NO LATER THAN MAR. 30, 1998

Conservation Specialist

The East Multnomah Soil and Water Conservation District seeks a Resource Conservation Specialist. The incumbent will provide technical assistance, education, and support to a consortium of local soil and water conservation districts. He/she will work with landowners, small farm operators, organizations and local units of government who are cooperating with the districts to achieve conservation objectives. Qualifications include experience in the application of resource conservation management principles, technical knowledge in ecosystem planning, and experience in working with diverse groups in conservation practices. College degree in natural resource management or related field preferred. This position is funded through June 1999. Completed application due by 4:30 pm, March 23. Job description and application may be obtained from the East Multnomah SWCD office, 2115 SE Morrison or by phoning 231-2270.

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 Mar. 27, 1998 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.

Medical Laboratory Technologist

Oregon State Hospital-Salem, Oregon

Now accepting applications for Medical Laboratory technologist. Applicants must be Registered/Certified by NCA or ASCP or equivalent for clinical laboratory scientist, clinical laboratory technician, or medical technologist. This is a permanent full time position. Hours are 7:00 am - 3:30pm, days off Sat and Sun. Monthly salary, \$2255-\$2957. Benefits include medical/dental options, state paid retirement, and paid holidays.

Applications are available 8:00-5:00, M-F at Oregon State Hospital Employee Relations, Bldg. 29; 2600 Center Street NE; Salem, OR, or call 503-945-2815 in Salem; TTY 5036-945-2996. You may contact 503-945-7121 for further information. EOE Close date 3/25/98 at 5:00pm.

Office Assistant (2 vacancies)

- City of Milwaukie, OR. Salary: \$1,914 to \$2,444 per month, DOQ, with excellent benefits. Join a progressive team where you will receive a variety of challenging work in the field of customer service and records management. **Minimum Requirements:** Education: A high school diploma supplemented with additional course work in office or secretarial sciences. **Prior Work Experience:** Must have a minimum of two years progressively responsible prior work experience directly involving data processing, clerical duties including typing at 50 wpm, filing, and record keeping, and public contact. Or any equivalent combination of education and experience. Application materials include job application, certification form and supplemental questionnaire. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, Or 97222, no later than **4:00 PM, Tuesday, March 31, 1998.** For more information: (503) 786-7507 or TDD #(503) 786-7555 or Fax #(503) 652-4433. Prior to hiring, require satisfactory completion of drug test and security clearance background. All qualified applicants encouraged to apply. EOE.

McMenamins

is now hiring for various positions at our Kennedy School location in N.E. Portland. Positions available include Pub staff, housekeepers, and night auditor. All positions have opportunity for raises, benefits and advancement. Applications are available at all our locations, or over the internet at mcmcmcm.com. Please mail, fax or apply in person to: 1624 NW Glisan, Portland, OR 97209 (please use side entrance on 17th between 10 am-2pm, M-F). Fax # 294-0837. McMenamins is an equal opportunity employer. **No phone calls please.**

Receptionist

Seeking a professional, detail oriented receptionist for our exciting fast paced corporate office. Must be well organized with the ability to prioritize and perform multi-tasks. Will assist office manager in supporting corporate staff including: maintaining executive schedules, scheduling travel, coordinating meeting/catering and performing general office duties such as phones, filing and errands. Must know Win 95. MS Office experience desirable. We offer a competitive salary with excellent benefits including medical, dental, and profit sharing. EEO/AAP Employer Please apply directly with Employment Office, 340 N. Webster, Job#: 1126569.

Community Outreach Coordinator

This position is responsible for developing working partnerships with community agencies, neighborhood groups, churches, etc., with a focus on communities of color. This position will identify safe space in the community for CPA activities, as well as doing public speaking on behalf of the agency. 20 hours/week, evenings & weekends required. \$12,500 a year, benefits pro-rated. Mail resume to Council for Prostitution Alternatives, 1811 NE 39th Avenue, Portland, OR. 97212.

Help Wanted

Work From Home with International Company P/T or F/T \$500-\$5,000 call for Free Info Book V. Mail #207-657-3022

Managers Needed

No. Exp. necessary will train, paid training 2000/mo. Salary plus benefits after training serious inquiries only Call 503-288-1793

Oregon Legal Services Seeks Regional Director For Multnomah County Office

in anticipation of merger between Multnomah County Legal Aid Service and Oregon Legal Services planned for May 1998. Responsible for office provision of high quality legal services that significantly benefit the low-income community, supervision of 32-employee office, grant compliance, developing and maintaining relations with community organizations and private bar. Strong litigation and supervisory skills and experience with delivery of legal services to the poor required. OSB member or willingness to take next bar. Salary DOE, good benefits. Open until filled; screening of resumes to begin in early April. Submit resume and letter of interest to: Ira Zarov, Executive Director, Oregon Legal Services, 700 SW Taylor, Suite 310, Portland, OR 97205.

Community Relations Coordinator

KATU Television is looking for a Community Relations Coordinator to be accountable for developing and maintaining contacts with current and potential KATU viewers. The main duties of this position will be event coordination, organization of public appearances by station representatives and personnel, the writing, publication and distribution of collateral materials, press releases and newsletters, and assisting with the writing and maintenance of the station's website. The qualified candidate will have public relations and event coordination experience, a strong journalism/writing background, and computer experience that includes Microsoft Word. Internet website experience is preferred. Qualified applicants can send a resume and cover letter to: Mindy Davis, KATU, 2153 NE Sandy Blvd., Portland, OR 97232. Equal Opportunity Employer.

Sabin Community Development Corporation

a Non-Profit agency serving parts of Inner NE Portland, is seeking qualified applicants for subsidized and moderate income rental units and our Land Trust Home Ownership program. Please contact our office at 287-3496 for details. We are also creating a Vendor Database for possible small projects. Interested parties should send a description of services plus license and bonding information to: Attn: Linda, Sabin CDC, P.O. Box 11603 or fax information to 503-287-3597.

Economic Development Assistant (1/2 time)

Salary \$1,170-\$1,493/month Recruitment #98-22

The City of Vancouver, Washington, is seeking qualified candidates for an immediate opening for economic development assistant (1/2 time). The candidate selected will be required to perform professional duties in the economic development process, serve as a technical specialist in economic development functions, conduct research and develop reports on parking, economic development and real estate development projects and provide clerical support to departmental staff and other agencies.

All candidates offer employment with the city of Vancouver will need to successfully complete/pass a pre-employment drug screening.

Application materials are available at the Human Resources office, 703 Broadway, Suite 500, Vancouver, WA 98660 or by calling 360-696-8419. Turn in completed city of Vancouver application and supplemental questionnaire to the Human Resources office in person, by mail, fax, or e-mail. FAX 360-696-8364, E-mail vanhrs@ci.vancouver.wa.us, web page www.ci.vancouver.wa.us.

Sub-Bids Requested for Maple Lane School Detention Ctr. & Housing
Centralia, Washington
Emerick
Bid Date: March 26, 1998 Bid Time: 2:00 pm

P.O. Box 66100 Portland, Oregon 97290-6100
(503) 777-5531 Fax (503) 771-2933 - CCB #10723
We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged or emerging small business enterprises.

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.

Associate Marketing Representative
(Job # 462)
Salem Office
Based in our Mid-Valley Regional Office in Salem, you will be responsible for assisting a Marketing Team in the sales, 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 or life insurance.

Business Analyst
(Job # 338)
Join our team of analysts performing research, analysis, design and implementation of enhancements to our Membership Billing and Reconciliation System to ensure the membership system integrity and provide financial and statistical information. Successful applicants will have at least two years of related analytical data processing experience and training in data processing, work methods or procedure writing.

Claims Analysts
(Job # 233)
You will analyze and enter claim information into our automated claims processing system. You must have a High School diploma or equivalent. Knowledge of medical terminology and ICD9 and CPT IV coding is required.

Customer Service Representative
(Job # CSR1)
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.

Financial Analyst
(Job # 504)
You will serve as an analyst for all RegenceBCBSO provider risk sharing arrangements, ensuring adherence to contracted relationships, proper reporting of financial and statistical data and design and development of our systems. You must have a Bachelor's degree and at least two years of experience, including quantitative methods, financial, and health care in general. Computer experience with LOTUS 1-2-3 or similar spreadsheets is essential.

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

Employment

The State of Opportunity.

OREGON DEPARTMENT OF TRANSPORTATION Administrative Specialist 1 (Contractor Plans Coordinator)

We are seeking applicants for a vacancy in Salem. Will order, assemble and distribute plans, specifications, and contracts to contractors, subcontractors, material suppliers, ODOT personnel and other interested parties; coordinate planning, assign work and direct day-to-day work of two positions, one full-time and one half time Office Specialist 1; coordinate efforts of DAS Printing Division, DAS Service Center and Mail Room in completing requested tasks within time deadlines; and develop procedures and systems to ensure efficiency and timely distribution of plans and specifications. Requires three years of clerical/secretarial experience which included two years at a full performance level performing typing, word processing or other generation of documents; and lead work responsibility or coordination of office procedures. Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. No substitution will be made for the two years at the full performance level. Salary \$1,755 to \$2,329 a month plus benefits. [Announcement #OCDDT8019]. **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 31, 1998.

Traffic Signal Technician 2 (Intelligent Transportation Systems Technician)

We are seeking applicants for 2 immediate vacancies in Salem. These positions will perform technical work on Intelligent Transportation Systems in the areas of design, testing, installation, inspection and repair throughout the state. Requires an Associate's degree in Electronic Technology from an approved school and two years of experience maintaining and repairing traffic signals and signal controllers, or electronic data collection and management equipment. OR five years of experience maintaining, testing and repairing equipment. Two of the five years must have been maintaining and repairing traffic signals and signal controllers, or electronic data collection and management equipment. Excellent benefits package is provided which includes an employer-paid retirement contribution and salary \$2,306 to \$3,157 a month. [Announcement #OCDDT8020]. **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 April 3, 1998.

Fleet Coordinator (Purchaser 2)

We are seeking an individual with experience as a Fleet Coordinator for a position in Salem. Will assist the Fleet Operations Manager with the biennial fleet planning, procurement, inspection, and coordination of the Department's light and heavy equipment fleet. This includes biennial fleet planning, fleet replacement analysis, fleet replacement coordination, meetings with vendors, participating in pre-bid and post-bid meetings to discuss equipment contract specs, monitoring procurement process and equipment deliveries; compiling data and developing reports. Requires three years of purchasing experience, which must include using purchasing practices, procedures, and techniques as determining specifications, placing purchase orders, and processing requisitions. Salary \$2,122 to \$2,814 a month plus benefits. [Announcement #OCDDT8119]. **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 April 1, 1998.

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

OREGON STATE UNIVERSITY University Architect, Facilities Services

The Oregon State University campus, located in Corvallis, Oregon, encompasses 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 a record of continuous improvement. Our

department is a leader nationally in the facilities management arena. Here is an opportunity to join forces with a forward-looking department. We have an opening for a University Architect with a verifiable record of excellent customer service and outstanding performance. The University Architect will be responsible for: preparing programs and budgets for major facilities projects, managing the work of professional consultants, ensuring compliance with requirements of regulatory agencies, consultation regarding changes and revisions to existing facilities, and assisting with long-range physical development planning of the OSU campus. Qualifications for this position include: Minimum of Bachelor of Architecture degree; preferably 3 years experience in architectural work, planning, and development. Must have an excellent ability to work well with academic, administrative, accounting, and regulatory personnel. Good oral and written communications skills, and microcomputer usage skills. This position is a professional faculty appointment. Salary is negotiable based upon experience and qualifications. **For an application packet, contact Nina Stagner-Phillips at Facilities Services by phone (541) 737-7670 or by FAX (541) 737-3724.** For full consideration, completed application packets should be received at Facilities Services by April 15, 1998. However, completed application packets will be accepted until the position has been filled. OSU has the policy of being responsive to dual-career needs.

Elevator Mechanic Facilities Services

Candidate must have two years of journey-level elevator mechanic experience and a valid Oregon Elevator Electrician's License. Major duties include inspecting, repairing, modernizing and testing all phases of vertical transportation devices including traction (cable) elevators and hydraulic elevators; implementing a preventative maintenance program for all phases of elevator maintenance including mechanical, hydraulic, electric and electronic equipment; maintaining maintenance records; and maintaining a detailed elevator failure and service log in conjunction with a controlled inventory of parts. Salary is \$2,657 to \$3,068 per month. **Contact OSU Department of Human Resources, 14 th and Jefferson, Corvallis OR 97331-2131, (541) 737-3103, TTY 800-735-2900, for application materials.** All applications must be received by closing date of March 27, 1998.

DEPARTMENT OF HUMAN RESOURCES Office of Medical Assistance Programs Prepaid Health Plan Coordinator Program Technician 2

The Office of Medical Assistance Programs is recruiting for a dynamic and creative individual to be a Prepaid Health Plan (PHP) Coordinator in Salem. The PHP Coordinator position is responsible for designing, implementing, and operating fully capitated prepaid health plans and related contracts. Interface with diverse viewpoints and audiences. 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 is \$2,814 to \$3,752 monthly. **To apply: Obtain announcement number LE980280, a State of Oregon application (form PD100) 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 (PD100), 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 March 26, 1998.

Oregon State Hospital Utilization Review/Quality Improvement Supervisor

We are now accepting applications for a Principle Executive Manager A: Utilization Review/Quality Improvement Supervisor. This position assists the Director of Medical Record Services with the Utilization Review (UR) and Continuous Quality Improvement (CQI) functions of Oregon State Hospital. Also supervises Medical Record staff involved in UR/CQI activities. Four years of experience in lead work or supervision, staff technical, or professional level work related to hospital utilization review or continuous quality improvement. Excellent employer paid benefits package. Monthly salary is \$2,346 to \$3,302. Position located in Salem. **Contact Employee Relations at 503-945-2815 for application packet.** TTY 503-945-2996. Closing date is April 10, 1998.

Oregon State Hospital Medical Record Specialist

Now accepting applications for Medical Record Specialist: Continuous Quality Improvement/Utilization Review Record Specialist. This position is responsible for providing technical support by performing reviews of medical record terms, data entry and computer report generation. Requires excellent oral/written communication skills and ability to work independently. Experience with spreadsheet applications preferred. Requires ART or ART eligible. Monthly salary is \$1,615 to \$2,122 monthly. Excellent employer paid benefit package. Position located in Salem. **Contact Employee Relations 503-945-2815 for application packet.** TTY 503-945-2996. Closing date is April 10, 1998.

Oregon State Hospital Staff Development Nurse: Nurse Specialist for Quality Improvement

This position coordinates and provides staff support to the medical staff for quality assurance and utilization review activities related to patient care. Applicants must have a Bachelor's Degree in Nursing and two years of nursing experience, including some teaching and/or education program planning experience. Monthly salary is \$2,586 to \$3,466. Excellent employer paid benefit package. Position located in Salem. **Contact Employee Relations at 503-945-2815 for application packet.** TTY 503-945-2996. Closing date is April 10, 1998.

OREGON DEPARTMENT OF JUSTICE Paralegal

Applications are currently being accepted for one immediate Paralegal 2 opening with the Department of Justice, Family Law Section in Eugene and for openings as they are available in Salem and Portland. These positions work under the direction of an attorney, reviewing legal documents, performing legal research, drafting legal documents and performing other legal duties. Salary is \$2,024 to \$2,814 monthly. Excellent benefit package. **Obtain State of Oregon application (PD100) and Paralegal 2 recruiting announcement OC940693 at any State Employment Department office, or call (503) 378-5555 ext. 322, TTY (503) 378-5938 in Salem, or Internet at: <http://www.das.state.or.us/jobs/>.**

DEPARTMENT OF CORRECTIONS Principal Contributor 1 Communications Manager

Located in Salem in the Inmate Work Programs. This position directs the communication activities and assists in the marketing of the various Inmate Work Programs. Requires two years experience relating to management of an agency-wide program or similar responsibility and a Bachelor's Degree in Business Administration, Marketing, or a related field, or three more years of experience or an advanced degree in any of the fields mentioned. SALARY: \$3146-\$4221. EXCELLENT BENEFITS. **Job Announcement #ES291000 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 March 20, 1998.

Program Technician 2 Safety Officer

Located in Salem at the Oregon State Penitentiary. Provides information and expertise to institution management teams in the areas of occupational safety and health. Requires two years of experience in safety and risk management with responsibility for monitoring or coordinating a program or project. SALARY: \$2856-\$3830. **Job Announcement # LE980454 and 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 March 31, 1998.

Corrections Production Coordinator 3 Furniture Manufacturing Coordinator

Located in Salem. Coordinates work of inmates in all phases of furniture manufacturing. Requires two years in furniture manufacturing, one year as a lead. SALARY: \$2471-\$3246. **Job Announcement #LE980337 and 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 March 31, 1998.

Corrections Production Coordinator 3 Furniture Upholstery Coordinator

Located in Salem. Coordinates work of inmates in all phases of furniture upholstery. Requires two years in furniture upholstery, one year as a lead. SALARY: \$2471-\$3246. **Job Announcement #LE980338 and 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 March 31, 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 #7777, TTY (503) 378-4672, visit our 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.