

CLASSIFIEDS AND BIDS

**Senior Accounting Clerk**

Full-time accounting clerk needed to perform a variety of routine accounting and cashier duties. Customer service training and dealing with the public a plus. Must be detail oriented and have experience handling and reconciling large quantities of cash. Requires a high school diploma or equivalent, familiarity with a computer spreadsheet program, and three years varied and responsible accounting, bookkeeping, or cashier experience. Some early and late hours required. Send cover letter and resume to:

**Human Resources**  
31224 E. Historic Columbia River Hwy.

Troutdale, OR. 97060  
**RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, APRIL 10, 1998.**

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

**Bakery Helper**

Franz Bakery seeking motivated people for Bakery Helper positions. Requires 3 months production and/or food related experience. All shifts. \$10.62/hour. Excellent benefit package. Apply at North Portland Employment Office, 30 North Webster. We are a EEO/AAP Employer.

**Parent Coordinator (High School)**

Self Enhancement, Inc. has an immediate opening for a Parent Coordinator responsible for providing services to parents of high school aged students enrolled in the SEI program. This position works as a liaison between parents, the school and other social service agencies. Must have a Degree in Social Science, Sociology or related field, a minimum of two (2) years of experience, experience directly related to the job duties may be substituted for educational requirement. Must be a self-starter with good organizational skills, have outstanding interpersonal skills and strong ability to motivate others, able to work flexible hours and have a valid driver's license, car insurance and reliable automobile. Excellent benefits and salary including 401(K) retirement plan. For application and job description contact Self Enhancement, Inc. 3920 N. Kerby Ave., Portland, OR 97227 or fax resume to 503-249-1955. **Open until filled.**

**St. Mark Baptist Church**

Looking for piano player. Contact Paster Robert Kelly Church, phone 287-7457

**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.

**Therapist** needed. Exp in assessment and brief treatment of adults. Exp with personality disorders, PTSD, crisis recidivists and CMI population. Minimum 2 years exp. required. Group and families modalities a plus. Masters degree required. LCSW preferred. Ref #AD-OP.

Salary range: **OP/C2 QMHP \$23,600-25,489**  
**OP/C 3 QMHP w/ Masters and Licensure \$25,200-27,217**

**Closing Date: Open Until Filled**

Competitive salary and benefits. Send/fax cover letter, and resume to: Garlington Center, 911 N. Skidmore Portland, OR. 97217, Attn: HR. Fax: 249-8740. EOE. Committed to diversity. No phone calls please. Contact our **Job Line** at 727-5947 for additional job opportunities.

**UTILITY SPECIALIST-STORM WATER**

Salary range: \$2328 to \$2970 per month, D.O.Q. City of Milwaukie, Oregon, a suburb of Portland, is recruiting for a technical specialist for storm water to monitor the City's NPDES Permit and coordinate intergovernmental coordination and citizens groups. Requires a valid drivers license; be able to meet City driving standards; diploma or GED, plus post high school education/training is specialty area equivalent to 45 CEUs or 45 quarter hours, or 30 semester hours or combination thereof. Minimum of 4 years prior work experience (see job requirements in application packet). Ideal candidate will have computer skills with Hansen, Microsoft windows, and excel; good organization, record keeping, and communication skills. Ability to establish and maintain effective working relationships with internal and external customers in a team environment a must. **Prior to hiring, applicants will be required to satisfactorily complete a drug test.** Applications available after 8 am, Monday, March 30, at Milwaukie City Hall, 10722 SE Main Street, Milwaukie, OR. 97222. Contact Cynthia, 503-7867507. Completed packets must be received by 4 pm, Tuesday, April 14, 1998, in Human Resources at the above address. Fax # 503-652-4433, TDD # 786-7555. All qualified candidates are encouraged to apply, EEO.

**Driver**

**FULL-TIME** year round bus driver positions open. Requires minimum of a high school diploma or equivalent, one year experience as a licensed driver with a valid Non-Restricted Class B CDL. Send cover letter, resume and proof of CDL license to or come in with proof of CDL license and to fill out an application:

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**CNA OPPORTUNITIES OREGON STATE HOSPITAL**

Team Approach to Health Care  
General Adult  
Child/Adolescent  
Geropsychiatric  
Forensic



**"PEOPLE HELPING PEOPLE"**

Hiring Immediately  
42 New Float Pool Positions  
All Shifts Available: PT & FT  
Salem and Portland

Excellent Benefit Package  
Competitive Salary  
Paid Holidays  
State Paid Retirement  
Health/Dental Options  
Inhouse Training and Education

**Contact**  
Employee Relations Department  
2600 Center Street NE  
Salem, OR 97310  
Or call (503) 945-2815

EOE

**Now Hiring RN's**

Child/Adolescent/Geriatric Units

**Oregon State Hospital**  
Opportunity to work in a psychiatric setting. These are permanent positions located in Salem.

Children / Adolescent positions are on the swingshift, full-time. Geriatric positions are; one full-time on the nightshift and one part-time on the swingshift.

Monthly salary is \$2,532 to \$3,344 monthly. Shift differential is \$1.10 per hour for swingshift and \$1.75 an hour for the nightshift. Benefits include medical / dental options, state paid retirement, paid holidays. Experience in a psychiatric setting or with specific age group is beneficial. Contact 503-945-7118 for further information regarding these positions or submit an application to the Personnel Office at Oregon State Hospital, 2600 Center St. NE, Salem, OR 97310. Applications must be received by March 18, 1998. TTY: 503-945-2996. AA/EOE.

**Packaging Night Supervisor**  
Vitamin Mfg. Co. looking for a team-oriented, high organized, and detail oriented suv. Position req. excell. verbal/written comm. skill, ability to work with a diverse workforce, ability to set priorities, problem solve, and build a highly productive team. Min. two years supvy exp. pref. in pkg,dist, or mfg. and 2+ yrs college or equiv. Apply in person at 3580 NE Broadway, Ptltd, Mon-Fri, 8am to 5 pm or call Candice to appl. at 503-288-7071. Equal Opportunity Employer.

**Construction**

Exp. Labor & Landscapers  
Long term positions 7 months 28

**\$9-10-p/h Vehicle /UA/ODL req. 29**  
Apply @ 2700 SE Harrison Suite D32  
Milwaukie, Or. 654-0021

**Attorney-Department of Justice**

Two Attorney vacancies in the Financial Fraud Section of the Civil Enforcement Division in Salem. Salary for the first position (#9992009A) is \$37,753 to \$50,652 annually. Salary for the second position (#9992009) is \$37,752 to \$74,880 annually. Both positions require strong civil or criminal litigation skills, superior writing and legal analytical skills. Applicants of position #9992009A must have a minimum 3 years legal experience. Prosecution experience in an Oregon District Attorney's office having been involved with investigation and prosecution of a wide range of cases is desirable. To apply call: 503-378-5555 ext 321. TTY 503-378-5938 or Internet at: http://www.hr.das.state.or.us./jobs/ Application deadline in April 15, 12/998. AA/EEO.

**Columbia Sportswear Company Shipping Clerk/Material Handler**

We are seeking a team player to verify accuracy of items shipped and ensure correct carrier routing of orders. Work flexible hours, cross-train in other areas of distribution center, and work overtime in peak seasons. Previous shipping/warehouse experience desired. Familiarity with small package, LTL carriers, contract carriers and shipping document preparation preferred. Intermediate math skills and computer experience a plus. Pre-employment drug screen required. (Please place with Columbia ad)

**Crew Leaders (2) for Summer Youth Employment Program.** Part-time temporary. Resume and letter to PO Box 11602, Ptd., 97211 by 5/8/98. For job desc. call 287-3496.

Accounting

**Portland Community College** is accepting applications for the following faculty positions  
• **Instructor ABE - Job #774**  
• **Instructor GED - Job #773**  
• **Instructor ESL (2 Positions) - Job #772, #771**

For additional information and the required application packet contact: (503) 978-5857, Fax: 286-0410, TDD: 978-5878, email: pccjobs@pcc.edu. Visit our web-site at: www.pcc.edu/hr/jobs.htm  
An AA/EEO institution.

**Wanted!**

Gospel musician; train choir; accompany ministry; small congregation.  
Call 249-8513

Employment



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

**OREGON DEPARTMENT OF TRANSPORTATION Grants/Contracts Coordinator (Federal Program Coordinator)**

We are seeking applicants with grant/contract coordination experience for vacancy in Salem. This person will be the section expert in federal planning and implementation requirements and will manage and execute the Federal Highway Safety Grant Program. Requires two years of grant/contract coordination experience with responsibility for obtaining and monitoring the use of grant funds and/or negotiating and administering public or private service contracts; AND a Bachelor's degree in Business Administration with major courses in Accounting, Finance or a related field. Three additional years of the above experience may substitute for the degree requirement. Salary \$2,445 to \$3,250 a month plus benefits. [Announcement #OC078137]. **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 16, 1998.

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

**DEPARTMENT OF JUSTICE**

**Interstate Branch Manager**

DOJ, Support Enforcement Division has a current opening for a Principle/Executive Manager C, Interstate Branch Manager. The Interstate Branch processes interstate legal actions to establish and enforce child support orders and establish paternity. This position supervises staff and is responsible for the management and direction of the branch office. Requires five years experience in supervision or technical/professional level work in a program related to child support enforcement. Related Bachelor's Degree may substitute for up to 3 years of the experience. Salary is \$2,856 to \$4,021 monthly. Excellent benefit package. Position located in Salem. **Obtain State of Oregon application (PD100) and recruiting announcement#LE980474 at any State Employment Office, or call 503-378-5555 ext 322. TTY 503-378-5938 in Salem, or Internet at: http://www.hr.das.state.or.us./jobs/**

**OREGON BOARD OF MEDICAL EXAMINERS**

**Database Developer/Analyst**

The Oregon Board of Medical Examiners, a licensing and disciplinary board, seeks a database developer/analyst to serve as systems administrator. Experience required in UNIX system administration, data base design, and programming. Familiar with SQL and Crystal Reports. Ability to learn Progress 4 GL, Microsoft NT system administration and MS Exchange mandatory. As the head of a two-person systems support team, this position enjoys a large degree of autonomy and variety in a pleasant downtown Portland office, and is responsible for developing projects from start to finish. This is a great career development opportunity for a resourceful self-starter who is also a strong team player. Salary is \$3,413 to \$4,509 monthly. Excellent benefits. Call 503-229-5873 ext 230 for application packet. Job closes April 14, 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 your local Employment Department, or log onto our web site at: http://www.hr.das.state.or.us./jobs/. The State of Oregon and all its divisions are proud to be equal opportunity employers.

**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 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:

**4 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.

**Administrative Assistant (Job #479)**

We have a new opening available as an Administrative Assistant in our Corporate Planning & Organizational Development Department to assist with our corporate training functions. Successful applicants will have at least three years of related secretarial or administrative assistant experience in an active office environment.

**Administrative Assistant (Job #516)**

You will support the Health Economics and Provider Performance Department staff with general administrative functions such as: office, administrative, secretarial, technical and desktop publishing projects. You must have a High School diploma, a Junior College or post-High School certification in data processing or secretarial as well as two years of relevant work experience in a similar position.

**Sr. Printing & Publishing System Engineer (Job #572)**

You will lead projects that involve the evaluation, procurement, installation and second level technical support of local and distributed printing platforms (hardware and software), workstations and peripherals for all corporate printing systems (includes subsidiary and remote locations). You must have advanced education or training (such as EDPFF) in Computer Science, or a related field, and at least eight years of experience in a data processing related position with technical work in at least one of the following: operations, technical services, or electronic printing.

**Lead IT Analyst (Job #391)**

You will serve as our Lotus Notes Technical Specialist, Systems Engineer, and Architect. Responsibilities will include monitoring Production Notes servers, planning for systems growth and troubleshooting problems. This position requires 2 years of experience in systems analysis and design, a minimum of 3 years of experience in an information center, data processing or related field, and 2 years experience with networked software and graphical user interfaces.

**Member Service Representative (Job #586)**

You will serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must have at

least six months of claims processing experience and knowledge of medical terminology.

**Methods & Procedures Analyst (Job #561)**

As part of our Medicare Department, you will ensure timely and accurate implementation of all HCFA and in-house directives, policies and procedures, changes and enhancements with our shared system and statistical analysis software. Requirements include at least five years of work experience, two of which must have been with medical or utilization review. A Bachelor's degree in computer science or the health care field is desirable but can be substituted by equivalent work experience.

**Supervisor Medical Review/Appeals (Job #562)**

As part of our Medicare Department, you will develop and execute the Medicare Medical Review program and process hearings and appeals in compliance with the Health Care Financing Administration requirements to maximize and protect Medicare Program dollars. Requirements include a Bachelor's degree in a health related field (or equivalent Clinical or Medicare contractor experience), at least five years of work experience (preferably in a clinical setting), and a minimum of three years of supervisory experience.

**Messenger Clerk (Job #383)**

We are seeking a flexible and dependable individual who will contribute to our claims processing efficiency by providing timely delivery of claims and related documents. You must have a high school diploma or GED, at least one year of office experience and the ability to work with minimal supervision.

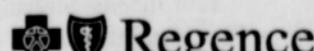
**Mail Clerk (Job #529)**

Salem Office  
As a member of our Office Services team, you will process all outgoing mail to ensure timely mail flow throughout the company. You must have a High School diploma, or equivalent, and the ability to learn how to operate a postage meter. Additionally, you must be able to process 4,500 pieces of outgoing mail daily lift up to 50 pounds, and operate all Mail Center equipment.

**Marketing Technician (Salem Office)**

The Marketing Technician assists the external sales reps in all secretarial and technical aspects including direct contact with agents and customers, receiving census information on prospective groups, rating quotes for community groups and performing secretarial duties. Qualified candidates must have a minimum of one year experience working in a high-pressure office environment dealing with the public by telephone and in person.

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.



**BlueCross BlueShield of Oregon HMO Oregon**

For more information about career opportunities, call our Job Information Line: 1-800-231-1617 or visit our website at [www.bcsbo.com](http://www.bcsbo.com)



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