

CLASSIFIEDS

BUILDING PLAN EXAMINER II - \$21.39 to 24.77/hr. Open Continuous. Reference No. 832. Exam No. 97-061.

CLERICAL SPECIALIST - \$1,856 to \$2,590/mo. Open Continuous. Reference No. 830. Exam No. 97-118.

COMMUNITY POLICE OFFICER - \$30,306 to \$49,733/yr. Open Continuous. Reference No. 829. Exam No. 97-146.

Electrician - \$20.31 to \$22.08/hr. Open Continuous. Reference No. 834. Exam No. 97-083.

EMERGENCY COMMUNICATIONS OPERATOR TRAINEE (ECOT) - \$13.55 to \$14.73/hr. Closes 5/29/98. Reference No. 842. Exam No. 98-060.

ENGINEER (Structural) - Bureau of Buildings - \$4,723 to \$5,205/mo. Open Continuous. Reference No. 844. Exam No. 98-068.

LEGAL ASSISTANT - \$3,078 to \$3,933/mo. Closes 5/22/98. Reference No. 835. Exam No. 98-074.

MAINTENANCE MANAGER - TO \$82,971/yr. Closes 8/3/98. Reference No. 841. Exam No. 98-073.

MANAGEMENT AUDITOR - \$3,413 to \$4,358/mo. Closes 5/22/98. Reference No. 824. Exam No. 98-061.

MEDIATION PROGRAM MANAGER (Sr. Community Relations Specialist) - \$3,980 to \$5,084/mo. Closes 5/26/98. Reference No. 848. Exam No. 98-065.

MOWER OPERATOR (Opens 5/6/98) - \$13.68 to \$16.75/hr. Closes 5/15/98. Reference No. 823. Exam No. 98-070.

POLICE DATA ANALYST - \$3,413 to \$4,358/mo. Closes 5/18/98. Reference No. 836. Exam No. 98-068.

POLICE DATA TECHNICIAN TRAINEE - \$9.17 to \$9.96/hr. Open Continuous. Reference No. 821. Exam No. 98-015.

PROGRAMMER ANALYST (Police) - \$40,955 to \$52,291/yr. Closes 5/26/98. Reference No. 840. Exam No. 98-069.

SECRETARIAL CLERK I - \$20,280 to \$28,142/yr. Open Continuous. Reference No. 837. Exam No. 97-123.

SECRETARIAL CLERK II - \$21,611 to \$30,451/yr. Open Continuous. Reference No. 839. Exam No. 97-124.

SENIOR MANAGEMENT INFORMATION SYSTEMS (MIS) SUPPORT ANALYST - \$3,591 to \$4,587/mo. Closes 5/18/98. Reference No. 825. Exam No. 98-066.

SENIOR PROCUREMENT SPECIALIST - \$3,361 to \$4,264/mo. Closes 5/15/98. Reference No. 847. Exam No. 98-059.

SENIOR PROGRAMMER ANALYST - \$45,365 to \$57,990/yr. Open Continuous. Reference No. 831. Exam No. 98-050.

SENIOR PROGRAMMER ANALYST (Buildings Bureau) - \$45,365 to \$57,990/yr. Closes 5/26/98. Reference no. 843. Exam No. 98-071.

SENIOR PROGRAM ANALYST (Police Bureau) - \$45,365 to \$57,990/yr. Closes 5/18/98. Reference No. 822. Exam No. 98-067.

SYSTEMS ANALYST/PROGRAMMER - \$45,365 to \$57,990/yr. Open Continuous. Reference No. 833. Exam No. 97-073.

for Detailed Information, Call 823-4573 and Choose Reference No. From Ad.

Mailing address:

Bureau of Personnel Services
1220 S.W. 5th Ave. Room 1000
Portland, OR 97204

Effective immediately, any requests for Open Competitive or Open Continuous examination applications must be accompanied by a stamped, self-addressed, standard, business-size envelope. If requests for applications are made close to our deadline, you may not get the applications in time.

Pick up applications at:

Interim City Hall
Personnel Application Center
1400 S.W. 5th Ave., Lobby

Minorities, females and disabled encouraged to apply.



Volunteers of America
of Oregon, Inc.

Social Service
COMMUNITY DETENTION MONITOR

Job opening ad: Field monitor for at-risk youth diverted from secure detention to community supervision. Responsibilities include random face to face visits with youth at home, school, work. Ensure youth comply with court ordered release plan. Report activities. Experience with ethnically diverse populations, good oral/written communication and computer skills. Education: BA/AA + 2 yr or HS/GED + 4yr relevant experience. Special requirements: Reliable insured vehicle, fluency in Spanish/Asian dialect a plus. Hourly rate plus \$.29 mileage. 40 hr. per week. Must pass in-depth criminal history check prior to job offer.

Other Instructions: Position closes: May 22, 1993.

Send Resume/application to: Volunteers of America of Oregon, Inc., 537 SE Alder St., Portland, OR 97214.

Equal Opportunity Employer



Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

We offer:

- ◆ \$7.00/hr starting wage
- ◆ \$10.50 overtime available
- ◆ Medical and Dental Benefits available
- ◆ Advancement potential

Applicants must have valid drivers license, submit drug test and background check. Apply in person daily between 12:00 and 1:00PM at City Center Parking at 215 SW 6th.

Receptionist/Secretary for Project Alliance, a project to strengthen the family and school connection for three middle schools in North and NE Portland. Minorities are encouraged to apply. Hours are 8:30 AM-5:30 PM M-F. Start June 16. Answer telephone, greet clients, type, file, run errands, order supplies, handle mail, other duties. Requirements: a minimum of four years in professional or large office, or a combination of four years of experience, education, and volunteer work. Car required. Type 60 wpm; satisfactory scores on other office-related tests. Knowledge of word processing; prefer Word. Must like people, be flexible and cheerful. Experience working with diverse cultural populations preferred. Starting pay, \$17,459/year. Company-paid health and dental, other benefits. Submit application, letter of intent, and resume by Friday, May 22 to Project Alliance, Attn: Mary 2738 NE Broadway, Portland, OR 97232. Phone: 282-3662. EEOAA.

5/31 - 7/9
Customer Service/retail

Summer Work

Start at \$11.35 hr/appt
Local office of National company now interviewing for FT and PT openings. Flex hrs. College Students and '98 H.S. grads: Some scholarships and internships avail. Cond. apply.

No Exp Nec
Will Train
Call (503) 254-1695

Sales

Neil Kelly, a nationally recognized design/build remodeling firm, has immediate openings in its Home Repair and Window and Door Divisions. The Home Repair Salesperson must have experience in all phases of construction with particular focus on sales and estimating to residential homeowners. The Window and Door Salesperson should have a proven record of window and door sales to contractors, remodelers, and homeowners in the greater Portland area. Both positions are commissioned with start-up base salary and health benefits. A vehicle program is available. Neil Kelly is 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.

Transport Driver

We are looking for an experienced Transport Driver. Must have Class A, CDL and 2 years experience or 1 year experience plus commercial driving school. Excellent pay and benefits. Please apply directly to North Portland Employment Office, 30 N. Webster. Ref# 1128107. We are an EEO/AA Employer.

Sales

Recognized as #1 in our industry, we have immediate openings for account executives to manage local territories. Excellent opportunity to join a growth company in the dynamic advertising industry. Must have a strong desire to learn, the ability to communicate and the willingness to work hard and deliver results. We offer great benefits, 401K, bonuses & incentives. If you are seeking high earning potential, are self-motivated with a proven success record,

Call The GETKO Group
M-F 8 am - 6 pm E.S.T.
1-800-345-1123
www.getko.com

Oregon Army National Guard

Non-prior or prior service okay. We take GED's. Good pay and benefits.
Call: 503-557-6034.

Construction Jobs Start ASAP

Exp. Labor - Jn. Carp \$9-\$16 p/h Vehicle/UA/ODL req.
Call 203-5488 or 654-0021

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 possibilities:

Customer Service Representatives
(Job #698)

You must have a strong customer service background and knowledge of medical terminology. The ability to work with little supervision in a fast-paced, team environment is necessary. Additionally you must have excellent PC, organizational, prioritization and communication skills as well as the ability to type 40 words per minute. The ability to work overtime is necessary.

Executive Secretary
(Job #650)

You will provide secretarial support for the Vice-President of Actuarial/Underwriting Services Department by contributing to the overall efficiency of the department. The qualified applicant will possess at least five years of executive-level secretarial experience, the ability to exercise initiative and good judgment, and have good PC skills and excellent organizational, interpersonal and communication skills.

Medical Management Coordinator II
(Job #434)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review and quality management/improvement. You must have a degree from an accredited school of nursing and a current Oregon RN or LCSW license.

Secretary III
(Job #804)

In this position, you will provide secretarial support for our Legal Department, including typing correspondence, answering calls, maintaining files, sorting mail, taking minutes, and managing reports and charts, as well as editing and proofreading insurance and legal documents. To qualify, you will need a High School level education, at least two years of secretarial experience (legal background is helpful), and excellent organizational skills.

Methods & Procedures Analyst
(Job #651)

As part of our Medicare Department, you will act as our primary contact with one or two of the ten Medicare Part A contractors. You must

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.bcsso.com



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
Principal Executive Manager E (Research Unit Manager)

We are seeking individual with strong leadership skills for position in Salem. Will manage, supervise and coordinate activities of the Research Unit. Requires three years of management experience including responsibility for development of program rules and policies, development of long- and short-range goals and plans, program evaluation, and budget preparation; OR three years experience as a project leader assigning and reviewing work of professional staff (e.g. engineers, planners, researchers, etc.) which included project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling or preparing budget. Salary \$3,466 to \$4,884 a month plus benefits. Announcement #OCOT8157. **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 May 29, 1998.

Principal Contributor 1 (Local Government Liaison)

We are seeking an energetic individual with strong communication and analytical skills for position in Salem. Will articulate and advance an understanding and support for the agency's interest to local government agencies, other Department staff and the public; advise the Director and management staff on critical local government issues affecting the Department. Requires a related Bachelor's degree and two years of experience in a leadership role in a public or private organization which included responsibility for analyzing issues, building coalitions, and communicating and advancing the organization's interests to external entities. Three additional years of the above experience may substitute for the degree. Salary \$3,146 to \$4,221 monthly plus excellent benefits. [Announcement #OCOT8134]. **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 June 1, 1998.

Railroad Specialist 1 (Crossing Safety Specialist)

We have an immediate vacancy for an individual with strong communication skills for vacancy in Salem. Will analyze, manage applications for changes and evaluate railroad-highway crossings statewide; and investigate, analyze and resolve public complaints regarding railroad activity at or near crossings. Requires five years of recent (within the last five years) experience in traffic engineering (e.g., surveying, traffic analysis, etc.) or as a train or engine service employee (e.g. brakeman, Switchman, Engineer, Conductor, Train master, etc.) College courses in Civil, Electrical or Traffic Engineering, Business Administration, Transportation, or a closely-related field may substitute for two years of the experience (two years of courses are equivalent to one year of experience. Salary \$2,330 to \$3,100 a month plus benefits. [Announcement #OCOT8158]. **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 May 29, 1998.

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

OREGON HEALTH DIVISION
Office Specialist 2

This is a temporary position with the Oregon Health Division WIC Program administrative office to provide basic clerical support for the WIC Program Manager, Nutrition and Local Services Team and the WIC Immigrant Integration Project (8 full-time positions). Applicants must have typing/keyboarding of at least 55 wpm; ability to type correspondence, reports, memos, office forms, tables, charts, etc. from rough draft or general instructions, using WordPerfect 6.1 for Windows NT; training or experience in any graphics/publishing software; experience working with a multi-line phone system; experience recording meeting notes. Salary is \$1,615 to \$2,122 monthly. Position located in Portland. The close date for submitting resumes for this position is May 22, 1998. **Please mail your resumes to Oregon Health Division, WIC Program, Attn: Sandi Edmond, P.O. Box 14450, Portland, OR 97214. AA/EEO.**

OREGON DEPARTMENT OF JUSTICE
Consumer Volunteer Coordinator

We are now accepting applications for the position of Administrative Specialist 2 (Consumer Volunteer Coordinator) for the Oregon Department of Justice in Salem. This position is part of the consumer protection management team and recruits, trains and supervises a volunteer and intern staff of 30-150 who help staff a consumer protection hotline. The hotline assists the public with complaints about business practices. Salary is \$1,925 to \$2,586 a month plus excellent benefits package. Obtain State of Oregon application (PD100) and recruiting

have work experience or training in systems analysis with special emphasis in user relations and data gathering techniques.

Programmer Analyst
(Job #654)

Join our fast paced department and team of Programmer Analysts gathering, analyzing and documenting information for developing and directing system improvements. You must have at least 2 years of experience in data processing and knowledge of systems analysis and testing, validation, data gathering techniques and communication skills.

Programmer - Lead Analyst
(Job #208)

You will be responsible for gathering, analyzing and documenting information for developing and directing system improvements. You will construct, test and troubleshoot Cobol and EZTrieve applications systems, while working in a dynamic department. You must have at least 5 years of experience with JCL and COBOL 2 on an IBM mainframe, as well as experience with TSO/ISPF and VSAM.

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, workstations and peripherals for all corporate printing. You must have advanced education or training (such as EDPP) 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.

Computer Operations Analyst
Salem Office

Regence BlueCross BlueShield of Oregon and Regence HMO Oregon have an immediate opening for a Computer Operations Analyst in our Information Systems department in Salem. To qualify, you must have PC, JCL and operations experience and knowledge of change control. HP operations experience is preferred.

announcement LE980752 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_AA/EOE.

OREGON ECONOMIC DEVELOPMENT DEPARTMENT
Senior Business Development Officer (Principal Executive/Manager F)

We are recruiting for an executive to serve as the Senior Business Development Officer/Manager of Business Development. The position is located in Salem. Responsibilities include managing the Business Development team, national and international direct investment, and the statewide industry outreach and rural industrial diversification program. Requires four years of management experience which included responsibility for development of program rules and policies, development of long and short range goals and plans, program evaluation and budget preparation. Graduate level courses may be substituted for one year of the experience. Salary is \$45,960 to \$64,668 annually, plus excellent benefits. **Contact Human Resources Office at 503-986-0095, for the required application packet, or access the full job announcement including application process via the web site at: <http://www.econ.state.or.us> Announcement #1230010.** Completed application materials must be received by May 19, 1998.

DEPARTMENT OF CORRECTIONS
Corrections Production Coordinator 3 (Horticulture/Greenhouse Coordinator)

Located in Ontario. Coordinates work of inmates in a greenhouse operation. Requires two years in horticulture/greenhouse technology, one year as a lead. SALARY: \$2471-\$3246. Job Announcement #LE980747. Screening will begin May 28, 1998. Job Announcements 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>

Principal Exec/Manager C (Minimum Facility Manager)

Located in Ontario. Responsible for managing the administrative and operational functions of the Snake River Correctional Institution's Minimum Security Facility. Requires five years supervision, staff/technical, or professional level work in a correctional setting. A Bachelor's degree in a field related to management may be substituted for up to three years of the required experience. SALARY: \$2856-\$4021. Excellent benefits. Job Announcement LE980753. Recruitment closes May 29, 1998. Job Announcements 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>

Refrigeration Mechanic

Two positions located in Ontario. Build, install, maintain, and repair commercial and domestic refrigeration and heating equipment and air conditioning systems. Requires possession of a valid Universal Refrigerant Handling License and a Restricted Energy Technician License with an HVAC Endorsement issued through Oregon Building Codes. SALARY: \$2024-\$3246. Announcement #LE980723. Excellent Benefits. Screening begins May 22, 1998. Job Announcements 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>

Office Manager 1

Located in Salem. Supervises the clerical, administrative, and business support activities of the Health Services at the Oregon State Penitentiary. Requires three years of clerical/secretarial experience. Some medical background would be beneficial. SALARY: \$1757-\$2346. Excellent benefits. Job Announcement LE980729. Recruitment closes May 18, 1998. Job Announcements 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>

OREGON BOARD OF MEDICAL EXAMINERS
Administrative Assistant

Personnel/Payroll Assistant
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. The successful candidate must have 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. Training may substitute for up to one year of the experience. Preference may be given to candidates with personnel, payroll or contract experience. Salary range is \$1,316 to \$1,747 monthly (equivalent to \$10.13 to \$13.44 hourly) for 75% of full-time, with excellent benefits package. Call 503-229-5873 ext230 for application packet. Job closes May 27, 1998. Access via internet: <http://www.hr.dcs.state.or.us/jobs/>

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