

**CLASSIFIED ADVERTISING**

**Edgefield Children's Center** a residential and day treatment center for emotionally and behaviorally disturbed children ages 6-12, has a need for treatment coordinators. Applicants are to have a bachelor's degree in behavioral science and experience working with emotionally disturbed children. Various shifts and days. Please call Kate @ 665-0157 ext. 330 for more information. Edgefield values diversity in its workforce.

**Records & Elections Technician 1**  
**\$1872 to \$2354 per month**  
The County Clerk Records Division is seeking a highly organized individual with excellent record keeping and customer service skills to preserve and records official documents and records. Computer data entry skills required. Heavy public contact in person and on the phone is required.

**COUNTY EMPLOYMENT APPLICATION REQUIRED.** Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045 or call (503) 655-8459 or download an application from our website:  
<http://www.co.clackamas.or.us/personnel/jobs.html>. Clackamas County employment office will be closed February 15, 1999 for Presidents' Day. Closing date March 2, 1999, 5:00 PM. EEO Employer.

**Rider Advocate**  
**Northeast Coalition of Neighborhoods, Inc. (NECN)**  
The Rider Advocate will assist Tri-Met bus operators and customers in maintaining a pleasant riding environment. Previous experience in working with diverse groups preferred, knowledgeable as related to Inner North/Northeast Portland, and preferably bilingual (English/Spanish) or multilingual. Full-time, 1:30 p.m. to 10:30 p.m., \$12.70 hr. Benefits offered after 6 months satisfactory employment. Resumes are not accepted in lieu of a completed NECN application. No phone calls please. Apply in person to NECN, 4815 N.E. 7th, Room C-25, Portland, before 5:00 p.m., March 5, 1999.

**Consolidate Bills!**  
**Low Rates!**  
**No Fronts Fees!**  
**Bad Credit Accepted!**  
Bankrupts Accepted.  
24 hrs Approval.  
Toll Free 1-877-378-0424.

**Models-No Experience**  
**Male-Female**  
TV Commercials  
All Types All Sizes  
Kids-Teens-Adults-Seniors  
1-888-268-5152

**Cook-Soul Food**  
Needed for day shift  
Salary DOE  
Call Robert Or Xavier 284-7150  
**Mixologists - Part-Time**  
Will Train/  
Call Robert or Xavier 284-7150  
**Security Guards-Certified**  
Part-Time. Salary DOE  
In-house. Call Robert or Xavier 284-7150

You can now find us on the Web! <http://www.portlandobserver.net>

**Records Clerk**  
Full-time entry - level Records Clerk needed to maintain classroom scheduling and accountability records, as well as to perform clerical tasks. Requires data entry experience, high-school diploma or equivalent and one-year related experience, including word processing and data entry. Must type a minimum of 40 words per minute. Please send letter of interest and resume post-marked no later than **Friday, February 19, 1999** to:  
**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.

**Acting-TV Commercials**  
**No Experience**  
All Types All Sizes  
Kids-Teens-Adults-Seniors  
1-888-268-5152

Catlin Gabel School is seeking teachers for the **1999-2000 academic year**. The School offers a broad curriculum (Pre-K-12 grade) with small classes designed to educate the total person; emphasizing the academic in concert with the arts, sports & a strong sense of community service. Ideal candidates will have demonstrated use of a variety of teaching methods; possess excitement about helping students learn through discovery and exploration, and have experience in multicultural education.

**4th Grade Homeroom**  
**7th Grade Mathematics**  
**Science & English, grades 9-12**  
See [www.catlin.edu](http://www.catlin.edu) or Send resume, cover letter & 3 letters of recommendation to: E. J. Waltenbaugh, HR Manager, Catlin Gabel School, 8825 SW Barnes Rd. Portland, OR 97225

**MICROGRAPHICS SPECIALIST**  
**\$1705 to \$2143 per month**  
Records Management Division has an opening for a Micrographics Specialist. Responsibilities include operating microfilm equipment, converting, duplicating and retrieving records and performing related clerical duties including typing, filing and word processing. Tasks may require stooping, bending and lifting of materials weighing up to 30 lbs. Must pass a post-job offer County paid physical exam. Valid Drivers' license required.  
**COUNTY EMPLOYMENT APPLICATION REQUIRED.** Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045, (503) 655-8459 or download an application from our website: <http://www.co.clackamas.or.us/personnel/jobs.html>. Clackamas County employment office will be closed February 15, 1999 for Presidents' Day. Closing date, March 2, 1999, 5:00 PM. EEO Employer

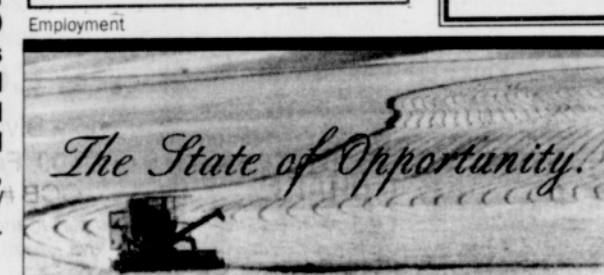
**Program Assistant** - Team player wanted to provide local program support, working with low income people and food assistance agencies. Requires organization, food safety knowledge, strong communication skills, valid drivers license and access to car. Send resume and cover letter to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 2/24/99. Equal Opportunity Employer.

**Admin. Assist.** - Energetic, friendly, organized team player to provide administrative support in a fast-paced, community-focused environment. Requires excellent oral and written communication skills, flexibility, independence, attention to detail, typing (60 WPM) and computer skills (preferably WordPerfect and Access). Send resume and cover letter to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 3/3/99. Equal Opportunity Employer.

**Relief Child Care Workers** needed for a residential and day treatment center for emotionally and behaviorally disturbed children ages 6-12. Ability to work with emotionally disturbed. Various shifts and days. Please call, Shelly Perry @ 665-0157 ext. 352 for more information. Edgefield values diversity in its workforce.

**MEMBERSHIP AND PROGRAM DIRECTOR**  
Recruit, support volunteers, develop program events. Must have 2 yrs. Related experience in working with Hispanic community. Supervisory experience. Effective written and oral communication skills in Spanish and English; able to work Flex hrs; \$30,080 + benefits. Closing date Feb. 25. Send resumes to personnel, Columbia River Girl Scout Council, P.O. Box 2427, Lake Oswego, OR 97035-0096. Equal Opportunity Employer dedicated to diversity.

**CITY CENTER PARKING Facility Operator**  
Immediate opening for full and part-time lot attendant with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.  
We offer:  
\*\$7.00 starting wage\*  
\$10.50 overtime  
Opportunity  
\* Medical and Dental  
Health plan available  
\* Advancement potential  
Applicants must have valid drivers license, submit to drug test and background check.  
**Apply in person between 12:00 and 1:00 PM daily at City Center Parking at 215 SW 6th.**



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

**DEPARTMENT OF TRANSPORTATION**  
**Highway Maintenance Worker**  
**Assistant Litter/Recycle Coordinator**  
Make the most of your leadership skills for this permanent position in the Portland Metro Area. You will assist in providing "hands-on" field operational, administrative, supervisory and direct support of all activities performed by temporary workers in the District 2B Litter/Recycle Organizational Unit. You will also coordinate the Adopt-a-Landscape and Adopt-a-Highway programs. Requires general familiarity with common hand tools and laboring techniques plus experience with equipment maintenance or operation of trucks and similar motorized equipment. Must have a valid driver's license and be able to obtain a Class A CDL within 6 months of hire. Salary is \$1,743 - \$2,399 a month plus excellent benefits. **Final applicants must pass drug screen and physical abilities test. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit your local employment department office for a State Employment Application (PD100). Send completed application to ODOT, District 2B Maintenance Office, 9200 SE Lawfield Rd, Clackamas, OR 97015. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline: Friday, February 26, 1999.**

**Executive Support Specialist 1**  
**Key Contact - Transportation Data**  
Your organizational and administrative skills are needed for this position with our Transportation Development Division in Salem. As Executive Assistant and Office Manager to the Transportation Data Section Manager, you will assist with the control of workflow, make decisions on timelines and budget expenditures and perform special projects as directed. Requires three years' clerical/secretarial experience including one year at full performance-level plus lead work responsibility or coordination of office procedures. Salary \$1,808-\$2,516 a month + excellent benefits: health insurance; paid vacation, sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9118. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline: March 2, 1999.**

**IS Technology Services Analyst**  
**Information Systems Specialist 6**  
Utilize your project management skills in ODOT's challenging, multi-platform computing environment. Provide leadership and direction for the organization's client/server systems. Participate as a member of a team focused on analyzing ODOT's business requirements. Identify emerging technology to meet our goals. Position available in Portland. Requires MCSE + a BS in Computer Science or 5 years' experience. ODOT offers salaries up to \$54,780 annually, plus excellent benefits. **Email your resume to [experience.IT@dot.state.or.us](mailto:experience.IT@dot.state.or.us). In the e-mail subject line, please include #OCDT9066 or fax it to ODOT, Attn: #OCDT9066, (503) 378-2016. Applicants possessing Vocational Rehabilitation certificates and/or Veteran's points refer to announcement for more information. Information is available on the State of Oregon Technology web site at <http://www.hr.das.state.or.us/is/>. ODOT is an AA/EEO employer committed to a diverse work force. Deadline: February 26, 1999.**

**Public Affairs Manager**  
An innovative, proactive Public Affairs Manager is sought for our Communications Division located in Salem. As a Public Affairs Manager, you will manage ODOT's internal and external statewide communications programs and staff, and direct the development of statewide public involvement strategies, outreach programs, and marketing initiatives. In addition, you will represent the department to a variety of groups such as: elected officials, key transportation partners, and business stakeholders, as well as evaluate/analyze program results. Salary is \$3,401 to \$4,794 a month plus excellent benefits: health insurance; paid vacation; sick and personal leaves; nine paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9053. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit our web site at [www.hr.das.state.or.us/jobs](http://www.hr.das.state.or.us/jobs) for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is March 5, 1999.**

**OREGON DEPARTMENT OF CORRECTIONS**  
**Principal Executive/Manager C**  
**Workforce Development Manager**  
This position is located in Salem and provides coordination, organization and planning to the Workforce Development Program which includes adult basic skill development, work-based training, and workforce preparation for inmates. This position requires five years' experience in professional-level work related to educational programs, at least one year' supervision and management of a program, section or unit. A Bachelor's degree in Education, Business, Public Administration, or a related field may be substituted for up to three years' required experience. Salary is \$3,001 to

**Visit Us On The Web! @**  
<http://www.portlandobserver.net>  
**or e-mail us at [PDXOBSERV.com](mailto:PDXOBSERV.com)**

**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:

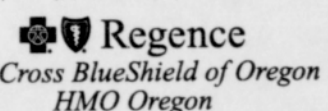
**Merit Contracts/Booklets Coordinator**  
(Job #2336)  
You will be responsible for creating non-standard contracts and booklets for new business or existing business changing benefits or eligibility using the electronic publishing systems. Requires a Bachelor's degree in Business Administration or Technical Writing, or 5 years' experience interpreting, preparing and issuing technical documents in a professional environment. Knowledge of underwriting rules and regulations, mandated benefits, legal terminology, marketing procedures and contract terminology is necessary. Ability to organize, prioritize and schedule work independently with minimal supervision is a must.

**Dental Analyst**  
(Job #2046)  
You will be responsible for accurate application of dental contract benefits within controlled guidelines and for proper coding of claims in order to capture necessary data. Requires a minimum of 6 months' dental analyst experience or a minimum 1 year dental office experience. Detailed working knowledge of dental terminology and ADA coding necessary. Strong verbal and written communication skills. CRT experience and 10 key by sight are a must. Ability to work under pressure and overtime when needed also a must.

**Unit Support Technician**  
You will provide office support for the Provider Contract Administration Department. Specifically, you will receive and direct incoming calls from overflow lines, process mail, distribute and monitor the status of claims, maintain files, and complete special projects. You must have a High School diploma, or equivalent, and PC experience with Windows 95, word processing software, and Lotus 1-2-3 or other spreadsheet software. Knowledge of filing systems and a multi-line phone system is required. Additionally, you must have professional communication skills (including spelling and grammar) and the ability to learn quickly, plan, prioritize, organize, meet deadlines, multi-task, and type 40 wpm.

**Customer Service Representatives**  
(Job #2099)  
This is an excellent opportunity to use your customer service skills to serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must work well with little supervision in a team environment. Additionally, you must have excellent customer service, PC, organizational, prioritization and communication skills as well as the ability to type 40 word per minute. Knowledge of medical terminology is preferred. The ability to work overtime when needed is desired. Insurance related experience is a plus.

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 number and/or title 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.



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

**\$4,435 a month. Announcement #LE990124.** A job announcement and State of Oregon employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or visit our web site at [www.doc.state.or.us](http://www.doc.state.or.us). Closing date is March 1, 1999.

**Principal Contributor 1**  
**Project Coordinator**  
This position is located in Salem and works as part of a department-wide team to identify, develop, implement, and support automated solutions for providing information to Department/Inmate Work Program Management. This position requires two years' experience relating to the management of an agency-wide program and a Bachelor's degree in Public Administration, Education, Business, or a Justice related field, or three more years' experience, or an advanced degree. Salary is \$3,305 to \$4,654 a month. **Announcement #LE990131.** A job announcement and a State of Oregon employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or visit our web site at [www.doc.state.or.us](http://www.doc.state.or.us). Closing date is March 3, 1999.

**OREGON ECONOMIC DEVELOPMENT DEPARTMENT**  
**Principal Executive/Manager D**  
**Fiscal Services Manager**  
The Oregon Economic Development Department seeks a Fiscal Services Manager to be part of a team that provides budget preparation and execution, accounting, payroll, contracting, and purchasing services for the department. This position requires six years' experience in supervision, staff technical, or professional-level work with at least two years' supervision and management of a program section or unit, which included: a) development of program rules and policies; b) development of long and short-range goals and plans; c) program evaluation; and d) budget preparation, analysis or comparisons. Education may substitute for part of the experience, but not the two years' supervision/management experience. Salary is \$3,469 to \$5,132 a month plus excellent benefits. **Announcement #LE990126. Contact the Human Resources Office (503) 986-0095 for the required application packet or visit our web site at [www.econ.state.or.us](http://www.econ.state.or.us) for more information.** Closing date is March 1, 1999.

**OFFICE OF MEDICAL ASSISTANCE PROGRAMS**  
**Department of Human Resources**  
**Program Technician 1**  
**Medical Budget Analyst**  
The Office of Medical Assistance Programs (OMAP), Department of Human Resources has a vacancy for an energetic and innovative person to provide technical support to budget staff through database query, input, analysis and reporting. This position monitors expenditures, prepares fiscal and utilization statistics and maintains budget forecasting models. This position is located in Salem. To qualify, you must have three years' experience administering or coordinating parts or subsets of a project or program. A Bachelor's degree in Business Administration, Management, Public Administration, or a field directly related to the position will substitute for two years' required experience. Your background must give you the knowledge and skills identified in the test section of the job announcement. Salary is \$2,399 to \$3,346 a month plus excellent benefits. **Announcement #LE990725A.** To apply, obtain a State of Oregon application packet from your local Oregon employment department office or most state agency personnel offices. Send or hand deliver your completed application to: Department of Human Resources, Records and Recruitment Unit, 500 Summer Street NE, 4th floor, Salem, OR 97310-0005 or fax to (503) 378-2249, (503) 378-8463, or (503) 378-3689. Closing date is March 1, 1999.

**OREGON STATE UNIVERSITY**  
**Manager, Design Services**  
OSU, Department of Facilities Services is a customer service oriented maintenance organization with a vision and record of continuing improvement. Our department is a nationwide leader in the facilities management arena. Here is an opportunity to join forces with a forward-looking team. We have an opening for a Manager of Design Services with a verifiable record of excellent customer service and outstanding performance. In this managerial position, you will be responsible for supervising the in-house team of project coordinators/designers and students. The position oversees the use of consultants to assist in-house design capability. Knowledge about mechanical, electrical, structural, and architectural systems in the campus facilities and their impacts on renovations and minor improvement projects is required. A minimum of one year' experience in supervision, and proficiency in the use of a personal computer, working knowledge of scheduling software and AutoCAD are preferred. You must demonstrate significant leadership experience/ability, possess good customer service skills, and skill in communicating effectively in writing and oral expression. A Bachelor's degree in Engineering or Architecture is preferred. This position is a twelve-month, fixed term, unclassified appointment that is renewable. To apply, submit letter, application, and references to **Nina Stagner-Phillips, 100 Adams Hall, Corvallis, OR 97331-2001, or call (541) 737-7670.** OSU is an EEO/AA employer and is responsive to dual-career needs. Applications will be accepted until the position is filled. Closing date is February 29, 1999.

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 or 47777 (TTY (503) 378-4672), visit your local employment department or visit our web site at [www.hr.das.state.or.us/jobs](http://www.hr.das.state.or.us/jobs). The State of Oregon and all its divisions are proud to be equal opportunity employers.

**Sysco Food Services of Portland, Inc.**

**WAREHOUSE WORKERS**  
**BE PART OF THE NATION'S NUMBER ONE DISTRIBUTION TEAM!! IMMEDIATE OPENINGS FOR WAREHOUSE ORDER SELECTORS!**

**\$9.965/HOUR STARTING WAGE**  
**\$17.30/HOUR AFTER FOUR YEAR**

- Top performers earn additional bonus pay.
  - Excellent benefits package
  - Opportunities for Career Advancement!
  - Stability of a rapidly growing Fortune 100 Company.
- RESPONSIBILITIES** include using an electric pallet jack to locate and select identified stocked product, assemble product by order on pallet and deliver pallets to assigned staging area.

SHIFT is Sunday thru Thursday (some Fridays), dependable, and able to lift 30 to 60 lbs continuously, 100 lbs. Occasionally. Must be able to accurately read and add numbers and demonstrate a team attitude with hard work ethic. Electric pallet jack experience preferred but not required. **PLEASE APPLY IN PERSON Mon.-Fri., 8:00am-4:00pm at: SYSCO 26250 SW Parkway Center Dr., Wilsonville, OR 97070.**

Call 503/682-6556 x9925 for directions.  
Equal Opportunity Employer M/F/H/V.  
Females and minorities encouraged to apply.

**WASHINGTON COUNTY**

**Corrections Officer**

(Sheriff's Office)

\$3,111-\$3,784/mo

Open Continuously

**Deputy Sheriff**

(Sheriff's Office)

\$3,111-\$3,784/mo

Open Continuously

**Human Resources Analyst II**

\$3,552-\$4,316/mo

Closes 3/19/99

**Juvenile Counselor I**

(Shelter Care)

\$2,708-\$3,291/mo

Closes 2/26/99

**Senior Inspector - Building**

\$3,552-\$4,316/mo

Closes 2/26/99

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.

**APPLY TO:**

Washington County Human Resources Division  
155 N. First Avenue, Suite 320  
Hillsboro, OR 97124