

CLASSIFIED ADVERTISING

Accounting Oregon Judicial Department Budget and Finance Division Budget and Finance Specialist 1

The Oregon Judicial Department is accepting applications for a Budget and Finance Specialist 1 position, located in Salem. *Note: this position was previously noted as Announcement #OCAC2BFD.2 on February 22, 1999 and closed on March 22, 1999. The purpose of reopening is to increase the size of the applicant pool. If you applied in response to Announcement #OCAC2BFD.2, you do not need to submit a new application. Your application is on file and will be considered with the others received in response to this announcement. Job duties include, but are not limited to, the tasks listed below. Assigned tasks may be changed to accommodate workload and organizational needs.

- Identify and resolve accounting problems and inconsistencies and determine corrective entries involved in maintaining accounting controls.
- Review and verify accounts for accuracy and to ensure that audit trial requirements are met and procedures have been followed.

- Answer correspondence and telephone inquiries concerning the status of payments and accounts.
- Post and maintain records of expenditures and accounts to established accounting procedures.
- Audit invoices against purchase orders, verify encumbrances, and assign codes, research discrepancies, and post to the proper account.
- Perform data entry.
- May perform miscellaneous word processing, filing, or other general office duties. Use of telephone, calculator, personal computer, and microfilm equipment. Frequent phone and in-person contact with people from diverse backgrounds including contact with angry, hostile, confused, or frustrated people.

This is a full-time position and the work schedule (currently) is 8:00 a.m. - 5:00 p.m. and is eligible for overtime compensation. You must have the equivalent to at least one term of college accounting and one year work experience that demonstrates the knowledge, skill, and ability to perform the job duties. Preference will be given to applicants with governmental accounting experience and applicants with Relational Statewide Accounting and Reporting System (R*STARS) experience. The selection process includes a criminal history check. Felony convictions may be an automatic bar to employment. Misdemeanor convictions will be reviewed on a case-by-case basis and may be bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position. Salary is \$1,840 to \$2,462 a month, plus benefits. To qualify, you must submit a Judicial Department application form. This is not the same as the State of Oregon application (PD100) FORM. If due to disability, you are unable to complete the application form, contact the Judicial Department Personnel Division at (503) 986-5930 (TTY (503) 986-5871 for the hearing impaired) for assistance before the closing date on this announcement. Applications may be obtained from and sent to: Marlene Doll, Accounts Payable Manager, Budget and Finance Division, 1163 State St., Salem, OR 97310 or fax (with approval of above listed contact) to (503) 986-5856 or call (503) 986-5607. Deadline is April 29, 1999.

Executive Assistant to the Dean, The College of Agricultural Sciences at Oregon State University invites applications for a key position in its executive offices. This fast-paced position provides executive support to the individual who is dean of the College and director of the Oregon Agricultural Experiment Station, and works collaboratively with senior managers and staff in academic departments and units, and with associated state and federal agencies. The position requires a combination of education in relevant disciplines and experience in progressively more responsible executive or administrative support roles. \$33,600 to \$38,000. For a detailed position description, specific qualifications, and information on how to apply, contact the Office of the Dean, College of Agricultural Sciences, 126 Strand Agriculture Hall, Corvallis, OR 97331-2212, (541) 737-2331. Completed applications must be received at the same address by 5 p.m. May 10, 1999.

Title Examiner
Washington State Dept. of Transportation has 1 F/T position in Seattle, for a right of way Agent 3-Title Examiner. Candidates must have 3yrs exp conducting property title examination as a Title Examiner/officer employed by a Title Co. \$2992-3833/mo. + benefits. Call 206/440-4060 Mon-Fri 8-4:30 or http://www.wa.gov/dop/ Closes 4/28/99

Training Coordinator Program Development Specialist (reopened)

Multnomah County's Department of Community and Family Services is seeking a Training Coordinator responsible for coordinating Region One training efforts as well as efforts related to staff orientation and training within the Developmental Disabilities Services Division.

Responsibilities include designing, developing and coordinating the implementation of classes and curriculum, including procurement and ongoing support of instructors; coordinating all aspects of preparation, printing, and distribution of training schedules; assisting in the development and monitoring of the training budget, and reviewing and approving training program related expenditures; and negotiating, monitoring, and maintaining contracts with instructors. Requires 1 year of responsible program development, planning or evaluation experience, plus equivalent to a Bachelor's degree with major course work in social services, psychology, public administration, sociology, or a related field. Starting salary is \$16.66 per hour, full range is \$16.66 - \$20.38 per hour. Apply by April 23.

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland, OR 97293-0700. Assisted access to Multnomah County job information and website is available at Multnomah County Libraries. Equal Opportunity Employer.



Social Services Volunteers Of America Oregon Residential Services Coordinator

Domestic Violence program recruiting for a dynamic, organized, and experienced coordinator of residential services to oversee our emergency shelter and transitional housing components. Responsibilities include oversight of service delivery, supervision of staff, scheduling, program development, networking in the community, and provision of vision and leadership. Req: supervisory and domestic violence advocacy exp., computer literacy, good knowledge of local resources, ODL and reliable vehicle. Cover letter MUST address how you meet the following requirement (one or more must true): you are from a community of color, you have experience with diverse populations, you are bilingual, or you are bicultural. Sal. mid-20's full benefits. Join a growing program in an exciting leadership position! Resume/cover letter by April 30 Kris Billhardt, VOA Family Center Outreach, 6819 SE 82nd Ave. Portland, OR 97266. Equal Opportunity Employer.

Eligibility Specialist 3 Full Time Temporary Positions

Salary: \$12.50 per hour
May through July
Responsibilities: Determine applicant eligibility by collecting income and demographic information based on funding requirements and state and federal guidelines; reviews documents, and verifies information. Travel required in Washington and Multnomah counties.

Qualifications: Two years post secondary education, or equivalent relevant experience; two years experience interpreting federal and state regulations and guidelines; experience working with economically disadvantaged populations; effective oral and written communication skills. Insured transportation and valid driver's license required. Applications are due by May 2, 1999. Applications are available at worksystems, inc. (formerly the Workforce Development Board), 720 SW Washington Street, Suite 250, Portland Oregon 97205. Phone (503) 241-4600.

McMenamins Kennedy School

Now hiring for full time hosts. Must have flex schedule, wkends and holidays a must. We offer competitive comp. and benefits. Applications avail. at any McMenamins location or on the Internet at www.mcmenamins.com. No phone calls please. McMenamins is an Equal Opportunity Employer.

**Asst./Assoc. Professor,
Postsecondary, Audit and Continuing
Ed, Graduate School of Ed, Portland
State University.** For details see web site http://www.ed.pdx.edu/employer e-mail to knightc@pdx.edu

Video Production Multimedia Specialist

Experienced multimedia specialist needed for corporate digital video operation. Will collaborate on the design, and then create and follow through on media projects for use in training, sales, marketing, and internal communication. Requires strong computer skills, plus scripting, shooting, and editing (NLE on NT). Graphics and instructional design for CBT a major plus. Finalists will need excellent interpersonal communication skills, including the ability to interview, listen, analyze, organize, write, and present ideas.

Send resume to: Human Resources, Dept. Multimedia, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

Recruit Corrections Officer

\$2409 to \$2657 Per Month*

Corrections Officer

\$2932 to \$3753 Per Month*
Corrections Officers maintain close security and supervise the activities of inmates at the Clackamas County jail intake facilities. The Sheriff's dept. is interested in increasing the diversity of its applicant pool. Qualified minorities and women are urged to apply.

Required: Must be at least 21 YOA at appointment; eyesight correctable to 20/30; normal hearing acuity; valid driver's license; possess a high school diploma or GED; pass background investigation, post-offer physical assessment, and psychological examination. Recruit level requires no prior experience. Lateral Corrections Officers must be experienced and certified by DPSS or another state within the previous 5 years.

County Employment Application Required. Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045, call (503) 655-8459, or web site http://www.co.clackamas.or.us/personnel/jobs.html. Closing date, Monday April 26, 1999, 5:00 p.m. an Equal Opportunity Employer.

Radio Broadcast Sales: Are you a winner/ do you produce results - or excuses? Can you develop great ideas, are passionate about serving clients, and love to "close the deal"? We need someone who can work independently, who has a track record of developing relationships and sales! Don't let the "glamour" of broadcast fool you - this is Hard Work...but a lot of fun too! Resume/references to Sales Manager, KNKR Radio, 0700 S.W. Bancroft Street, Portland, OR 97201 or email sforstyth@knkr.com EOE

Executive Director

Community Advocates, a feminist, nonprofit, child abuse and DV prevention org., seeks dynamic ED. Excellent HR, financial mgt., and communication skills a must. College degree requ'd; experience in DV field strongly pref'd. People of color encouraged to apply. 32 hrs/wk., competitive sal. And benefits. Send resume/cov. Let. by Apr. 30 to CA/Hiring Committee, 5315 N. Vancouver, Portland, OR 97217. T: 503-280-1388 F: 503-280-1392.

Spanish Interpreter Needed

Three days per week needed for grass-roots, community based, pediatric clinic. Must read and write English/Spanish. Experience in Clinic, medical terminology and "people person" a must. Send or fax cover letter & resume to address no later than April 23, 1999.

Maintenance Engineers

Franz Bakery has two immediate openings for Journeyman Maintenance Engineers. Requires three years experience in an automated manufacturing environment. Oregon LMI, CFC certification preferred. \$19.37 an hour with excellent benefit package. Please apply through North Portland Employment Office Ref Job #1118031. We are an equal opportunity/AA employer.

Program Supervisor

The Urban League of Portland, a non-profit social service organization, is currently seeking a Program Supervisor to coordinate, implement, and oversee senior program services, activities, and staff. Qualified applicants must have a Bachelor's degree in Social Work, 4 yrs. Exp. in human services, and one year of program and staff supervision experience. Please send resume, writing sample, and 3 current references to "Program Supervisor," 10 North Russell St., Portland, OR 97227. No calls please. EOE

Washington County Project Manager

Financial Management Information System
\$4,547-\$5,527/mo
Closes May 7, 1999
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

Footwear Product Developer

Work for One Tough Mother!
Columbia Sportswear Company has proven for more than 50 years that quality construction, engineering and innovation in sports apparel is a formula for success. Our growth has been built on a foundation of value, not only in our high quality products, but our employees as well. We're seeking a Footwear Product Developer who thrives on a challenge and is looking for an opportunity to make a positive contribution within a successful, growing company.

In this vital position, you will be responsible for:

- Developing and coordinating Columbia Sportswear footwear from concept/design stage to production of confirmation stage.
- Keeping informed of and evaluate current marketing trends, competitive developments and sales analyses.
- Guiding footwear through all life cycle stages.

Qualified candidates will have a degree specializing in Marketing, Design, Merchandising or related field and four years experience in the footwear industry OR six years related work experience in the footwear industry. Possess comprehensive knowledge of footwear construction and materials, including but not limited to leather, plastics, urethanes, rubber and polymers. Possess knowledge of latest technologies in footwear manufacturing. Working knowledge of IBM or Macintosh spreadsheet, word processing and design applications.

- Please send resume and salary history to: Human Resources, Dept. Footwear PD, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.



Seasonal Maintenance Worker

Positions Available

Portland Parks & Recreation
Operations

Salary \$6.50 to \$8.47/Hour

The City of Portland, Park Operations Division is currently accepting applications for the Seasonal Maintenance Worker Position. These are temporary positions, starting immediately and varying in length up to a maximum of five months.

Seasonal Maintenance Workers perform a variety of unskilled and limited skill duties such as:

- Landscaping in city parks and gardens
- Janitorial maintenance tasks in city parks and gardens
- Work may be performed independently or as part of a crew and under close supervision

Employees will be required to:

- Work under adverse weather conditions
- Possess valid drivers license
- Pass a background check, physical capacities test and a medical test

Job Intake at 9am and 1pm on April 26, 1999 at the Operations Office located at:

6437 SE Division
Portland, Oregon 97206

Applications will not be accepted by mail or fax.

The City of Portland is an Affirmative Action/Equal Opportunity Employer

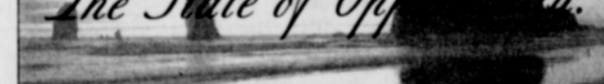
Vending route for sale: Snickers Bars

50 Locations. \$800-\$1200 solid monthly income. Cost \$2995.

www.vendingroutes.com

1-800-963-6123.

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

Transportation Engineer 2 Project Delivery Process Leader

This unique position in Salem offers an opportunity to apply your visionary, leadership, analytical and program management skills. Position will lead department-wide initiatives to document and improve business practices and project development processes and procedures; identify process improvement opportunities; synthesize ideas into strategies and plans; and work with management and stakeholders to prioritize and implement work. This person will represent ODOT as the statewide expert in project development processes and procedures used in the delivery of State Transportation Improvement Plan (STIP) projects. Requires a Bachelor's degree in Civil or Transportation-related Engineering and two years of professional-level transportation engineering experience; OR five years of transportation-related engineering experience and have an FE/EIT, RLS/LSIT, PE or PLS. Two of the five years must have been performing professional-level engineering duties. Salary is \$3,349 - \$4,796/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9006. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hds.state.oregon.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is April 30, 1999.

Planner 3

Senior Transportation Planner

Looking for an opportunity to capitalize on your transportation planning experience and strong communication skills? Then you'll want to consider applying for one of two current vacancies in our Planning Section located in Salem. You will assist in the implementation of the Transportation Equity Act for the 21st Century, direct and provide policy and technical analysis, assist with corridor planning and local and regional system planning, and provide technical expertise on modal transportation issues. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, Architecture or a related field and two full years of complex planning experience; OR a Master's degree in one of the fields identified above and one full year of complex planning experience; OR five years of planning experience. Two of the five years must have been performing planning at a journey level having responsibility for complex plans or studies. Salary \$3,189 - \$4,567/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9214. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hds.state.oregon.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is April 23, 1999.

Program Technician I

Capital Program Manager

Strong communication, project management and computer skills are needed for this key position located in our Public Transit Section in Salem. This position will manage the state investment in transit equipment and

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



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.

- \$7.25 starting wage
- Advancement potential
- Medical, Dental and 401K available

Applicants must have valid drivers

license, submit to drug test and background check.

Apply in person between 12:00 and 1:00PM daily at City Center

Parking at 215 SW 6th.

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:

Sr. Systems Administrator Novell/NT

(Job #2778)

You will be responsible for installing, configuring, and maintaining Novell and NT servers; making recommendations on the daily operating parameters; providing system software support; and assisting with system planning and tuning. Duties include creating installation and maintenance scripts, and performing system software installations and upgrades. Requires a Bachelor's degree in Computer Science or equivalent training/experience, plus 5 years' Systems Administrator experience. CNE and/or MCSE certifications preferred.

Provider Relations Representative Allied Products

(Job #2571)

You will be responsible for performing internal and external provider relations activities designed to educate and communicate information to providers to assure cooperative working relationships and understanding of provider arrangements. Requires a college degree and a minimum of 3 years' work experience in the dental healthcare industry. An in-depth understanding of dental terminology, CDT-2, CPT, HCPCS, and ICD-9-CM coding is necessary. Excellent written, verbal, and presentation skills essential. Attendance at external provider meeting and out-of-town travel are also required.

Customer Service Representatives

(Job #2400)

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.

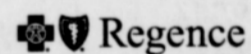
Medical Management Coordinator I

(Job #2575)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review. You will oversee medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. You must have a current Oregon RN's license and at least three years of active practice in a hospital setting or recent pre-certification experience. You must have knowledge of current medical and nursing standards of practice and a valid Oregon or Washington driver's license with a good driving record. The ability to exercise independent judgment and initiative is necessary, as is the ability to handle multiple tasks simultaneously and prioritize workload.

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

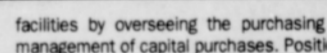
BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY (503) 225-6780. We are strongly committed to equal opportunity in all phases of employment.



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



State of Oregon

1859

facilities by overseeing the purchasing and management of capital purchases. Position is responsible for the administration of the Federal Transit Administration Section 6310 Capital Program and all capital contracts through other funding sources in the Community Transportation Program. Requires three years of experience administering or coordinating parts 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 of the required experience. Salary is \$2,399 - \$3,346/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9216. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hds.state.oregon.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 3, 1999.

Highway Maintenance Supervisor 2

Bridge Maintenance Supervisor

Leadership, communication and bridge maintenance skills are critical for this challenging position with our District 2A Maintenance Office in Milwaukie. You will perform and supervise the maintenance, repair, reconstruction and strengthening of wooden, steel and concrete bridges and will lead an 8-member team in making and implementing decisions. Requires 4 years' experience on a roadway, bridge, sign, or landscape maintenance crew; or 2 years' assistant supervisory or lead work experience; or one full year supervisory experience for a crew. Must have or obtain Class A CDL and certification as a structural welder within six months of hire. Salary is \$2,348 - \$3,305/month plus excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9095. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hds.state.oregon.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 3, 1999.

Executive Support Specialist 1

Excellent organizational, communication and computer skills are needed for this immediate vacancy in Salem. Position will provide confidential administrative support for the Right of Way Manager, the Condemnation/Field Operations Supervisor and the Administrative Management Section (AMS) Supervisor. Requires three years of clerical/secretarial experience which included: one year at a full performance level performing typing, word processing, or other generation of documents; AND leadwork 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, but not the one year at the full performance level. Salary is \$1,808 - \$2,516/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDT9215. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hds.state.oregon.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 3, 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 #7777 (TTY (503) 378-4672), visit our local employment department or visit our web site at www.hds.state.oregon.us/jobs. The State of Oregon and all its divisions are proud to be equal opportunity employers.