

CLASSIFIEDS / BIDS



WASHINGTON COUNTY
 Juvenile Counselor I - Temporary
 Bilingual - Spanish/English
 \$18.42 - \$22.38 / hr
 Closes January 24, 2005
 Residential Counselor
 \$3,192 - \$3,879 / month
 Closes January 24, 2005
 Survey Supervisor - Road Fund
 \$4,293 - \$5,217 / month
 Closes January 31, 2005

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website:
www.co.washington.or.us. 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

Start Making More Money Now! NO Sales. High Demand P/T Effort, F/T Income

Witness signatures on mortgage documents.
 \$50-125 per signing.
 Become a Signing Agent, call 1-866-867-6827
 Orps@NationalNotary.org
 NationalNotary.org/greatjobs



Girl Scouts
 Where Girls Grow Strong

Bilingual Membership Specialist (Spanish/English)
 2 Positions

Out-based—providing support to Latina adult/girl participation and serve the needs of Spanish speaking members in various locations on weekdays after school. (Position 1 serves Washington County. Position 2 serves Multnomah County.) Requires volunteer & project management; organizational, documentation, and oral & written skills; experience working with youth and diverse populations. Qualifications: Associate's degree or equivalent. Need reliable transportation, ability to work flexible hours. One year assignment of 15 hrs/wk-\$11.50/hr. Closes 1/21/05. Send resume and cover to: HR, Girl Scouts-Columbia River Council, PO Box 2427, Lake Oswego OR 97035. Fax (503) 598-6556. Email: GwytheJ@Juliette.org. Equal Opportunity Employer. Committed to Diversity.

To Place Your Classified Advertisement

Contact: Kathy Linder
 Phone: 503-288-0033
 Fax: 503-288-0015
 e-mail: classifieds@portlandobserver.com

Assistant to the Director-Erb
 Memorial Union, University of Oregon. The Assistant to the Director provides direct support to the EMU Director and administrative support to the EMU Management Team. This position serves as the Human Resources liaison for the department as well as office manager for the EMU Director. Minimum Requirements: Three years progressive and successful administrative experience in a multifaceted administrative unit. Demonstrated skills in oral and written communication, strong interpersonal and team building skills designed to create an environment of exceptional service, experience with computer software to include e-mail programs and filing systems, word processing, spreadsheet management and calendar programs, and a demonstrated capacity to be organized, productive, professional and effective. Bachelor's degree preferred. Experience with Human Resource management, higher education financial and student information systems and a strong desire to work at the university preferred. Salary range \$36,000-\$40,000 plus a highly competitive benefits package. Complete job announcement with application requirements on web site:
<http://hr.uoregon.edu/employment/> or call 541-346-1157. send email to audra@uoregon.edu. For first consideration all application materials must be received by 5:00 p.m. January 28, 2005. Position will remain open until filled. AA/EO/ADA institution committed to cultural diversity. Women and minorities encouraged to apply.



Administrative Floater (On-Call)

This position fills in during staff vacations and absences in Multnomah County. Responsible for front office clerical, answering phones, greeting clients, data entry and filing in a fast paced environment. Requires 1 year previous front office experience preferably in a medical setting. Pay is \$8.00-9.00/hr depending on experience.

Interested applicants may submit resumes with cover letters via e-mail at: hr@lifeworksnw.org; fax: 503-690-9605 or mail to: LifeWorks NW, 14600 NW Cornell Rd, Portland, OR 97229 Attn: Human Resources. Please include in your cover letter the position for which you are applying. To learn more about LifeWorks NW please visit our web site at www.lifeworksnw.org.

Equal Opportunity Employer

SOCIAL SERVICE

Family Support Spec. I: 32 hrs/wk w/ben \$11.49-\$13.13/hr AA or equiv in social work, child dev or related field. Provide social work svcs including service access & coordination, Case mgmt, advocacy, support & encouragement. Valid Driver's License & own transportation. Send resume and online application to Portland Impact, Attn HR:LJU, 7211 SE 62nd Ave, Portland, OR 97206. Online application www.portlandimpact.org EOE

Help Wanted

Seeking Purposeful Person for Chiropractic Practice - Experienced with Lytec System a plus - Please call 228-6140

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page:



City of Portland
 Bureau of Purchases

1120 SW Fifth Ave, Room 750, Portland OR 97204
 503-823-6855

Computer Software Instructor

Computer software instructor needed for vocational training program serving young adults. Responsible for instructing students in Microsoft Office Suite. Must have Microsoft Certification and have a minimum of one year class room teaching experience and a valid drivers license in the state of residency required. Competitive salary and benefits package available. Position is assigned to our NW Portland office. Please mail (NO FAX PLEASE) resume and cover letter of interest to:

Human Resources
 31224 E. Historic Columbia River Hwy
 Troutdale, OR 97060
RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY JANUARY 21, 2005

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

MENTAL HEALTH

Clinical Supervisor/Manager

FT Clinical Supervisor/Manager needed for Gresham area. Strong leadership and management skills including clinical supervision, staff training, and program implementation. Knowledge of family-based mental health services required. MA degree and 5 years of experience required. Licensure preferred. Send cover letter and resume to Margie MacLeod, Search Committee c/o Morrison Child and Family Services, 4945 NE 7th Ave., Portland, OR 97211. EOE



PARKING FACILITY Operator

Immediate full time and part-time openings. Seeking dependable, well groomed, positive individuals

\$8.00+ starting wage
 Overtime/advancement potential
 Medical & Dental, 401k avail.
 Drug test/Background check

New hires must have acceptable documentation to confirm both identity and eligibility to work.

Apply 12:00-12:30PM, Mon, Wed & Thurs at City Center Parking
 130 SW Stark, Portland.

Fight for Social Justice! Nation's leading healthcare union seeks organizers in Oregon.

Must have excellent communication skills, strong work ethic, believe in social justice, be able to work independently and in team, valid license and auto. BI-lingual a plus; especially in Russian, Tagalog & Vietnamese. Women and people of color strongly encouraged to apply. Competitive salary \$36k+ DOE, auto allowance, and excellent benefits. Fax or Mail info to Organizing Director at SEIU Local 49, 3536 SE 26th Ave, Portland, OR 97214 or fax# 503-238-8653

Advertise with diversity in
 The Portland Observer
 Call 503-288-0033

"Subsidized units for seniors (62 years of age or older, handicapped, or disabled) may be available at this time. If an apartment is not available at this time, qualified applicants will be placed on a Waiting List."
Munsell Park Apartments
 2021 E. 12th Street
 Florence, OR 97439
 Telephone Number: (541) 997-2661 TDD: 800-735-2900
 Professionally managed by The Neel Management Team, Inc.
 Committed to "Equal Housing Opportunity"

SUB BIDS REQUESTED

South Waterfront
OHSU River Campus Building One
 Bid Package #4c - Tower and TI Finishes
 Bids Due: February 1, 2005 at 2:00pm
 Bid Documents - Precision Images (503/274-2030) or www.bxwa.com

HOFFMAN CONSTRUCTION COMPANY OF OREGON
 Phone: (503) 221-8811 - Bid Fax: (503) 221-8888
 805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB License # 28417
 We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
 Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>

SUB BIDS REQUESTED

South Waterfront
OHSU River Campus Building One
 Bid Package #4b - MEP, Fire Protection, Controls and LV Work
 Bids Due: January 25, 2005 at 2:00pm
 Bid Documents - Precision Images (503/274-2030) or www.bxwa.com

HOFFMAN CONSTRUCTION COMPANY OF OREGON
 Phone: (503) 221-8811 - Bid Fax: (503) 221-8888
 805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB License # 28417
 We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
 Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>

Sub Bid Requested

CENTRAL COMPUTER FACILITY
SALEM, OREGON
BID PACKAGE NO. 4 - BUILDING FINISHES
BID DATE: JANUARY 21, 2005 AT 12:00 PM

J.E. DUNN NORTHWEST, INC.
 437 N. COLUMBIA BLVD. - PORTLAND, OREGON 97217
 Phone (503) 978-0800 * Fax (503) 978-1031 * CCB#84045

We are an equal opportunity employer and actively seek participation from Small, Small Disadvantaged, Minority, Women-Owned, HUB Zone, Service Disabled Veteran-Owned, and Veteran-Owned Business Concerns.

The State of Opportunity.

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon jobs page at: www.oregonjobs.org. The State of Oregon offers employees competitive salaries and comprehensive benefits that includes employer paid health insurance; paid holidays, vacation, sick and personal leave; membership in the Oregon Public Service Retirement Plan (OPSRP); and opportunities to participate in the Oregon Savings Growth Plans. The State of Oregon and all its divisions are proud to be equal opportunity employers.

OREGON DEPARTMENT OF HUMAN SERVICES
MAKE A DIFFERENCE IN THE LIVES OF OREGONIANS by joining the Oregon Department of Human Services (DHS), the statewide health and human services agency. We help Oregonians be independent, healthy and safe. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining a diverse workforce.

ADMINISTRATIVE SERVICES

- Information Systems Specialist 8 System Architect**
 Salary range: \$4,399 - \$6,072/month
 Announcement #LEHS4756 - Portland
 Position closes January 14, 2005
- Principal Executive/Manager E Tactical Process Manager**
 Salary range: \$4,745 - \$6,996/month
 Announcement #LEHS4697A - Salem
 Position closes January 18, 2005
- Principal Contributor 1 SPD Senior Business/System Analyst**
 Salary range: \$3,546 - \$4,978/month
 Announcement #LEHS4699A - Salem
 Position closes January 21, 2005

HEALTH SERVICES

- Research Analyst 3 Research Analyst**
 Salary range: \$3,060 - \$4,265/month
 Announcement #LEHS4612A - Portland
 Position closes January 14, 2005
- Program Technician 2 Diabetes, Heart Disease & Stroke Health Systems Coordinator**
 Salary range: \$3,208 - \$4,476/month
 Announcement #LEHS4642A - Portland
 Position closes January 31, 2005
- Principal Executive/Manager C Diabetes, Heart Disease & Stroke Prevention Program Manager**
 Salary range: \$3,223 - \$4,745/month
 Announcement #LEHS4772 - Portland
 Position closes January 31, 2005

To obtain detailed job announcement and application materials, visit the DHS website: www.dhs.state.or.us/jobs/; call the DHS job line at (503) 945-5742; TTY (503) 945-6214 or contact any local Oregon Employment office. Information is available by referencing the announcement number.

OREGON STATE BOARD OF NURSING
Office Specialist 2 Investigations & Compliance

The Board of Nursing in Portland is seeking an experienced assistant to provide administrative support to the Program Executive and nurse investigator/advisors. These duties include screening calls and providing information; maintaining

confidential files; updating database information; preparing correspondence and legal documents; transcribing notes or meeting data; electronic scheduling of investigative interviews; coordinating meetings, hearings, and travel; and the preparation of required materials. The person in this position must have the ability to perform a key role in internal and external communications to support the agency programs and goals. To qualify, applicants must have a minimum of 2 years' general office or secretarial experience, 1 year of which included word processing, or an Associate's degree in Office Occupations or Office Technology and 1 year of office experience. Legal secretary of similar experience is preferred. Candidates must demonstrate skills in their ability to work with limited direction and function effectively in a collaborative work environment. We are seeking a specific skill set to perform the duties of this position to support program staff. Only those meeting the needs of the agency will be contacted for interview. For more information on Announcement #LE050023 and to obtain the required application materials, visit www.oregonjobs.org. Application Deadline is January 17, 2005.

OREGON STATE BOARD OF MEDICAL EXAMINERS

Administrative Specialist 1 Physician Assistant & Acupuncture Program Licensing Specialist

The Oregon State Board of Medical Examiners, which licenses medical doctors, doctors of osteopathy, podiatrists, physician assistants, and acupuncturists, seeks an experienced administrative assistant with exceptional office skills as a Licensing Specialist for physician assistants and acupuncturists. This position, located in downtown Portland, is responsible for assuring that all individuals applying for licensure in the physician assistant and acupuncture programs meet the necessary qualifications. This position will function with considerable autonomy in the team-oriented environment of the Licensing Services Department. Salary is \$2,019 - \$2,790/month. The Board's office is located next to the Marriott Hotel in downtown Portland, 1500 SW First Avenue, Suite 620. For Announcement #LE050008 and application materials, please visit www.oregonjobs.org. To find out about the Board of Medical Examiners, visit the Board's website at www.bme.state.or.us. This recruitment closes at 5 pm on January 21, 2005.

OREGON LIQUOR CONTROL COMMISSION
Liquor Regulatory Specialist Inspector/Investigator

The Liquor Commission is looking for people who are skilled in investigation, report writing, and interpersonal communication. Liquor Regulatory Specialists perform enforcement and/or license investigation duties in their work with the alcohol beverage industry, community, and moderation groups, law enforcement agencies, and the public. We currently anticipate

filing two positions at our Milwaukie office; the applicant list may also be used to fill other vacancies as they occur at our offices throughout the state. Positions may involve night and weekend work schedules, interactions with angry or intoxicated individuals, and some overnight travel. Requires investigative experience. Salary is \$2,792 - \$3,877/month, plus a comprehensive benefit package. For Job Announcement #LE040881 with a detailed explanation of the minimum qualifications and application materials, please visit www.oregonjobs.org (Job Category: "Regulation, Enforcement, Inspection & Public Safety") or call the Commission's Job Information Line at (503) 872-5238. This recruitment closes on January 31, 2005.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

ODOT People drive Oregon's Department of Transportation. If great benefits, a professional work environment, job innovation, and career growth opportunity drive you, then come to ODOT. Current recruitments include:

ACCOUNTING/FINANCIAL

- Contract Coordinator**
 Salary \$3,208 - \$4,476/month
 Announcement #OCOT4639A Salem

COMMUNICATIONS

- Public Information Officer**
 Salary \$3,208 - \$4,476/month
 Announcement #OCOT4857 Salem

ENGINEERING/ENVIRONMENTAL

- Geodetic Control Specialist**
 Transportation Engineer 2/TE2 with a Transportation Engineer 1/TE1 option
 Salary \$3,661 - \$5,242/month (TE2)
 Salary \$3,160 - \$4,525/month (TE1)
 Announcement #OCOT4891 Salem
- Pavement Quality Engineer**
 Salary \$4,236 - \$6,070/month
 Announcement #OCOT4900 Salem
- Region Access Management Engineer**
 Salary \$4,236 - \$6,070/month
 Announcement #OCOT4760 Salem
- Region 1 Bridge Inspector**
 Salary \$3,661 - \$5,242/month
 Announcement #OCOT4624A Portland
- Bridge Systems Engineer**
 Salary \$4,236 - \$6,070/month
 Announcement #OCOT4903 Salem
- Senior Inspector**
 Salary \$2,885 - \$4,101/month
 Announcement #OCOT4515 Portland

TRADES

- Traffic Center Operator**
 Salary \$2,208 - \$3,060/month
 Announcement #OCOT4514 Portland
- Sign Technician 3**
 Salary \$1,949 - \$2,664/month
 Announcement #OCOT4764 Salem
- Property Specialist 3**
 Salary \$1,949 - \$2,664/month
 Announcement #OCOT4763 Salem

MANAGEMENT/PROFESSIONAL

- Salem Repair Facility Manager**
 Salary \$2,921 - \$4,308/month
 Announcement #OCOT4762 Salem
- Geo-Environmental Section Manager**
 Salary \$4,523 - \$6,659/month
 Announcement #OCOT4901 Salem

Working @ ODOT. The Way to Go. Detailed job announcements include qualifications, requirements, and instructions on how to apply for these jobs. Go to www.odot.state.or.us/jobs for a complete copy or call 503-986-4030 [TTY 503-986-3854] to request by mail. ODOT is proud to operate as an equal opportunity, affirmative action employer. Announcements will be made available in alternate format upon request: (503) 378-6202, TTY 1-800-993-8898.