

**Job Code:** 3001855  
**Job Title:** Bilingual Call Center Claim Technician  
**Job Category:** Business Technology  
**Pay:** \$12.00/hr  
**Start Date:**  
**Stop Date:**  
**Open Date:** 14-NOV-2006  
**Close Date:** 28-FEB-2007  
**Job Summary:** Mutual insurance company in Salem seeking a Bilingual Call Center Claim Technician. Responsible for the administration of claims. Duties include: Receives new loss reports on auto claims reported by telephone and records and records them in the system, noting all pertinent information.  
**Job Requirements:** High school graduate or equivalent. Bilingual English/Spanish language skills required. Two to five years related experience--Call center experience a plus. Good customer service skills. PC and data entry skills. Permanent/Part-time, Mon 9:30am-6pm and Sat 7:30am-4pm, flexible schedule--discuss with employer. Additional hours possible. 1486-3  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001857  
**Job Title:** Cashier/Counter Help  
**Job Category:** Business Technology  
**Pay:** \$ not listed (wage is negotiable)  
**Start Date:**  
**Stop Date:**  
**Open Date:** 14-NOV-2006  
**Close Date:** 28-FEB-2007  
**Job Summary:** Auto parts store in Salem seeking a Cashier/Counter person. Duties include customer service, answering multi-line phone, sales, cleaning.  
**Job Requirements:** Customer service and cashier experience preferred. Will train proper candidate. Good math skills, multi-task oriented. Store open 7 days/week, various schedules. 1574-1  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001853  
**Job Title:** Customer Service Rep/Teller  
**Job Category:** Business Technology  
**Pay:** \$ not listed (wage is negotiable)  
**Start Date:**  
**Stop Date:**  
**Open Date:** 13-NOV-2006  
**Close Date:** 28-FEB-2007  
**Job Summary:** Federally-chartered mutual savings and loan association in business for 81 years located in Amity/Carlton/McMinnville seeking a Customer Service Rep/Teller. Duties include: Provide excellent customer service to customers and cross sell products/services. Customers may be walk-ins, drive-up and phone.  
**Job Requirements:** Demonstrated strong interpersonal relations, cash handling, customer service, 10-key at 60 strokes per minute and keyboarding at 40-45 wpm. Ability to read, write, speak and understand English well. Good mathematical and organizational skills, detail oriented and ability to use all office equipment. Ability to accept direction and interpret a variety of instructions furnished in written and oral form. Professional in appearance and conduct. Full-time: Mon-Thurs 8:15am-5:15pm & Fri 8:15am-6:15pm, Part-time: 2 days/wk Day hours. 498-7  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001845  
**Job Title:** Records Technician  
**Job Category:** Business Technology  
**Pay:** \$13.08/hr - \$16.61/hr  
**Start Date:**  
**Stop Date:**  
**Open Date:** 09-NOV-2006  
**Close Date:** 29-NOV-2006  
**Job Summary:** Governmental agency in Dallas seeking a Records Technician. Types and processes police reports and other documents. Prepares statistical reports. Maintains records and files. Receives fees for payments from the public. Operates various office equipment. Answers inquiries in person and on the phone.  
**Job Requirements:** High school graduate or GED. One year clerical experience or any equivalent combination of experience and training. Must pass a criminal background check. Must receive certification in the Law Enforcement Data System (LEDS) within six months of appointment. 40 hrs/wk, discuss schedule w/employer Wage usually starts at the lower end #537-73  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001844  
**Job Title:** Office Specialist 2  
**Job Category:** Business Technology  
**Pay:** \$11.04/hr - \$15.67/hr (wage is negotiable)  
**Start Date:**  
**Stop Date:**  
**Open Date:** 08-NOV-2006  
**Close Date:** 21-NOV-2006  
**Job Summary:** State agency in Salem seeking an Office Specialist 2-Facilities Management section. Duties include providing receptionist duties and administrative support for all facilities staff and helps to provide a smooth flow of services and operations. Detailed job description on-line or from employer.  
**Job Requirements:** Two years general clerical experience, one year of which included typing, word processing or other experience generating documents; OR an associates degree in Office Occupations or Office Technology; OR a certificate in Office Occupations or Office Technology from a private school of business AND one year of general clerical experience. College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis. #539-23  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001837  
**Job Title:** Bilingual Receptionist/Liaison  
**Job Category:** Business Technology  
**Pay:** \$ not listed (wage is negotiable)  
**Start Date:**  
**Stop Date:**  
**Open Date:** 06-NOV-2006  
**Close Date:** 28-FEB-2007  
**Job Summary:** Church in Salem seeking a Bilingual Receptionist/Liaison. Answer phones, greet visitors, prepare Spanish bulletin and announcements. Detailed job description available from employer.  
**Job Requirements:** Bilingual English/Spanish fluency in reading, writing and speaking. Good computer skills--MS Word, Excel, Publisher and database. Good phone and communication skills. Knowledge of office equipment and procedures. #1178-3  
**Duration:** none listed  
**Work Week:**

**Job Code:** 3001840  
**Job Title:** Legislative Assistant  
**Job Category:** Business Technology  
**Pay:** \$10.00/hr (wage is negotiable)

**Start Date:**

**Stop Date:**

**Open Date:** 06-NOV-2006

**Close Date:** 28-FEB-2007

**Job Summary:** Non-profit organization for city governments in Salem seeking a Legislative Assistant. Responsible for bill tracking, newsletter reports, research, fiscal impact statements, floor letters/fax alerts, monitoring legislative hearings and meeting organization. Provides support for legislative advocacy staff during the Oregon legislative session which convenes January 8, 2007.

**Job Requirements:** High school graduate or equivalency supplemented with college level coursework. Proficiency in Word and Excel; database experience extremely helpful. Requires outstanding communication skills. Excellent opportunity for those interest in political science or public administration. Ability to work in a fast-paced, busy environment. Highly professional and self-motivated. Temporary position for 6-8 months #036-6

**Duration:** none listed

**Work Week:**