


PSYCHECK NEWS

June 1, 2001

Staff is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO.
Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 503-693-3252, or save your item to I:\Common\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

JUNE BIRTHDAYS

Submitted by Winnie Althizer

Anne Schlereth		June 3		Maunela Pacheco		June 17
Sandra Kitchen		June 6		Judy Schilling		June 19
Josie Kuhn		June 6		Marilyn Whitman		June 19
Catherine Fleischman		June 6		Debra Griffin		June 20
Joanie Hagen		June 14		Cathy Meyer		June 22
Benita Navarro		June 14		Sylvia Castellano		June 30

THANKS AND KEEP THOSE CALLS COMING

Submitted by Sharon Bosserman-Benson

Thank you to the teachers and staff who have called to share their ideas about fundraisers and opportunities to get community members involved in our work! "It takes a village" to keep our programs financially healthy, so the more help we can get, the better. Also, it really helps us coordinate our solicitations when we communicate with each other so that the "left hand knows what the right hand is doing." Thanks and keep those calls coming!

WHAT TO DO IF YOU LOSE YOUR PURSE OR WALLET

Submitted by Judy Schilling

We've all heard horror stories about fraud that's committed using your name, address, SS#, credit, etc. Unfortunately I (author of this piece) have first hand knowledge because my wallet was stolen last month and within a week the thief(s) ordered an expensive monthly cell phone package, applied for a VISA credit card, had a credit line approved to buy a Gateway computer, received a PIN number from DMV to change my driving record information online, and more.

But here's some critical information to limit the damage in case this happens to you or someone you know. As everyone always advises, cancel your credit cards immediately, but the key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them easily (having to hunt for them is additional stress you won't need at that point)!

File a police report immediately in the jurisdiction where it was stolen, this proves to credit providers you were diligent, and this is a first step toward an investigation (if there ever is one).

But here's what is perhaps most important: I never ever thought to do this. Call the Three national credit reporting organizations immediately to place a fraud alert on your name and SS#. I had never heard of doing that until advised by a bank that called to tell me an application for credit was made over the Internet in my name. The alert means any company that checks your credit knows your information was stolen and they have to contact you by phone to authorize new credit. By the time I was advised to do this—almost 2 weeks after the theft, all the damage had been done (there are records of all the credit check initiated by the thieves' purchases, none of which I knew about before placing the alert). Since then, no additional damage has been done, and the thieves threw my wallet away this weekend (someone turned it in). It seems to have stopped them in their tracks. The numbers are: Equifax 1-800-525-6285, Experian (formerly TRW) 1-800-301-7195, and Trans Union 1-800-680-7289. Social Security also has a fraud line at 1-800-269-0271.

We pass along jokes, we pass along just about everything....do think about passing this information along....it could help someone else.

SEARCHING THE INTERNET

Submitted by Jimi Smith

A "search engine" is one of those programs that lets you type in something you want to find more information about, then searches the web to find many different websites with information about your topic. Some of the major search engines are HotBot, AltaVista, Google, Excite, Lycos, AskJeeves, Search.MSN, and Yahoo. Here are some tips for finding what you need quickly and efficiently on the World Wide Web. These tools will work with most search engines.

To search for a specific phrase, enclose the entire phrase in double quotes. Otherwise the search engine will find every occurrence of each individual word. Example: "Bill Gates".

Be as precise as possible. Entering a common word such as "training" would give you far too many useless sites. Including the word in a specific phrase will help narrow the search. Example: "Taekwon-Do training".

A required term is one that must be present in every document found. To require a term, directly precede it with a plus sign (+). Example: +"conference facilities" +Omaha.

A prohibited term is one that cannot be present in any document retrieved. To prohibit a term, directly precede it with a minus sign (-). Example: +earthquakes -insurance.

Boolean searching uses the word operators AND, OR, NOT, AND NOT, NEAR, () to narrow searches. They must appear in all caps with a space on each side. Some examples:

- lions AND tigers [requires that both lions and tigers appear in all search results]
- lions OR tigers [requires either lions or tigers, but not necessarily both]
- "polar bears" AND NOT zoo [finds results containing polar bears, but not zoo]
- California AND earthquakes AND NOT insurance
- California AND (earthquakes OR floods)
- "George Washington" NEAR "cherry tree" [finds results containing both terms in close proximity to each other, usually within ten words]

Some search engines allow wild card characters to substitute for missing letters. AltaVista, for example, uses the asterisk (*) as a wild card. The following search will yield earth, earthquake, earthworm, etc. Example: earth*

Happy surfing!

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Althizer

See this info at: [Common CAO Main/CAO Info/HR Resource/Current Job Desc.](#)

POSITION

Community Resource Advocate
Education Specialist
Family Advocate (1 position)
Family Advocate Child Dev.
Shelter Family Advocate
HS Teacher I (Aide or Assistant)
HS Teacher II (Lead) 9 openings
HS Teacher III (Sup'r/Mentor)
HS Teacher II, Level B (Lead)

DEPT

Fam/Comm Resources Hillsboro
Comm. Based CC
Head Start Full Day/Full Year
1/3 Gaston; 2/3 Hillsboro
Family & Comm. Resources
Hillsboro Full Day/Full Year
Hillsboro Full Day/Full Year
Hillsboro Full Day/Full Year
Tigard Head Start

SALARY

\$8.93-\$11.90/hr.
In development
\$10.35-\$12.95/hr.
\$10.35-\$12.95/hr.
\$10.36-\$12.95/hr.
\$7.61-\$9.51/hr.
\$9.75-\$12.95/hr.
\$12.95-\$14.36/hr.
\$10.35-\$12.95/hr.