

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Event Security Agent

Job Code No. 808843-COL
All Facilities
20 Part-time Positions
Salary: \$8.32/Hr.

The MetroERC is recruiting for 20 part-time positions. The Event Security Agent will work at all of the MetroERC facilities, (e.g. Memorial Coliseum, Civic Stadium, Oregon Convention Center, Arlene Schnitzer Concert Hall & Portland Center for the Performing Arts.) Essential duties will include: enforcing rules and regulations set forth by the MetroERC; writing reports on incidents as required; provide crowd control; ensure safe patterns of ingress and egress of patrons; patrol facilities as directed; provide first aid and medical assistance in emergency situations; provide security at trade shows, special events, and conventions as required. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west; Columbia Blvd. on the north; Banfield Freeway on the south; and N.E. 42nd. on the east. This position closes on September 15, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, September 15, 1992.

Applications can be picked up at:

- The Metropolitan Service District
 - The MetroERC and Oregon Convention Center Administration Offices
 - The Urban League
 - The N.E. Workforce Center Metropolitan Service Dist. 2000 S.W. First Ave. Portland, OR
 - Oregon Convention Center 777 NE Martin Luther King, Jr. Portland, OR
- Resumes will not be accepted. AA/EEO Employer

METRO

Hydrogeologist 2 Site Response Hydrogeologist

\$2,554-\$3,404 Monthly

The Oregon Department of Environmental Quality (DEQ) is a growing state agency committed to protecting the environment. DEQ is currently seeking a qualified individual who will have experience preparing written documentation and communications for review by diverse groups, experience conducting and coordinating soil and ground water investigations and experience gathering/interpreting data to determine existing and potential impact to soils and groundwater from hazardous substance contamination. Successful applicants will possess the knowledge and experience to obtain registration as a professional geologist in Oregon. This is a Limited Duration position funded through June 30, 1993, but may become permanent pending legislative approval. Please call our job information line at (503) 229-5785 by Friday, September 11, 1992, to request an announcement and application. Equal Opportunity Employer.

Bus Driver I

Responsible for the safe transport of pre-school aged children. Requires valid driver's license free from violation resulting in personal injury. Willing to obtain Commercial License class "C" or better within 90 days of employment. Able to pass initial and annual health exams indicating ability to meet job requirements. All positions require dependable automobile and insurance. Obtain job description 9:00am-4:00pm Tuesday through Friday 9/11 at EOC Office, 10621 N.E. Coxley Dr., Suite 207, Vancouver, Wa. 98662. (206)896-9912. Completed application packets must be received by 4:00pm, September 11, 1992 to be considered.

Usher

Job Code No. 808824-COL
All Facilities
30 Part-time Positions
Salary: \$5.54/Hr.

The MetroERC is recruiting for 30 part-time ushers to work at all MetroERC facilities as needed. Essential duties will include: gathering and counting out programs; standing in an assigned area; greeting, directing and assisting patrons; escorting patrons to seats; watching for food and drinks being brought into the facility; monitoring the audience; advising patrons about violations of MetroERC Policies regarding smoking and alcoholic beverages; checking lost and found articles; assisting disabled patrons; checking coats, bottles and personal belongings. May be assigned other duties. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west; N. Columbia Blvd., on the north; Banfield Freeway on the south; and N.E. 42nd on the east. This position closes on September 15, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, September 15, 1992. Applications and supplemental requirements can be picked up at:

The Metropolitan Service District
MetroERC and Oregon Convention Center Administration Offices

- The Urban League
 - The N.E. Workforce Center Metropolitan Service Dist. 2000 S. W. First Ave. Portland, OR
 - Oregon Convention Center 777 NE Martin Luther King, Jr. Portland, OR
- Resumes will not be accepted. AA/EEO Employer

METRO

Admin Asst start date 10/5/92

OPB Foundation, a non-profit organization, sees admin and clerical support for membership staff. Routine correspondence and office tasks. Demanding role in pledge preparation and support. Sense of humor vital. Must have excellent work processing skills, experience with spreadsheet software and be able to speak and write clear English. Good phone manner and ability to work in a multi-task environment essential. Min. 3-5 years clerical experience. Salary range \$16-21,000 annual, depending on experience. Excellent benefits. Resumes and cover letter should be directed to Ms. Y.M. Deligorgis, OPB Foundation, P.O. Box 69485, Portland 97201 by 9/16/92. No Phone calls please. Equal Opportunity Employer

Management

Park Resources Manager

\$2253 to \$3329 per month
Salary commensurate with experience

Excellent benefits plus 6%
Pers retirement contribution

Are you a creative individual with landscape architecture and park facility management experience? The North Clackamas park and Recreation district is looking for a manager to direct all aspects of the acquisition, design, construction and maintenance of park grounds and facilities. Excellent oral and written communication skills, the ability to work well with public agencies and citizens groups and knowledge of personnel management desired.

County Employment Application Required. Application materials available at Clackamas County Personnel, 904 Main St. Oregon City, OR 97045. Closing date September 15, 1992, 5:00 pm. An Equal Opportunity Employer
Clackamas County

Office Clerk

Job Code No. 818892-COL
Memorial Coliseum
1 Full-time Position
Salary: \$8.12/Hr.

The MetroERC is recruiting for one full time Office Clerk to provide additional clerical support to the Special Services Department. Essential job duties will include: picking up, receiving, sorting and distributing incoming and outgoing mail, including bulk mail; delivering materials to various facilities, departments, and organizations within the MetroERC area; acting as relief receptionist; will provide general information concerning MetroERC policies, procedures and programs as required; will operate a variety of office equipment; assist in filing and assembling materials for bulk mailings, maintain a variety of logs and records for the department. Performs other related duties and responsibilities as required. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west; Columbia Blvd., on the north; Banfield Freeway on the south; and N.E. 42nd on the east. This position closes on September 15, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, September 15, 1992. Applications and supplemental requirements can be picked up at:

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 - Oregon Convention Center 777 NE Martin Luther King, Jr. Portland, OR
- Resumes will not be accepted. AA/EEO Employer

METRO

Word Processor/ Receptionist

This position provides clerical support and clerical support to TPIC administrative and operations staff.

Preferred qualifications: High school diploma or GED; two years experience in general office setting including two years extensive word processing experience; excellent grammar and spelling skills; accurate typing; experience with advanced Word Perfect, Lotus 123, and database software essential; experience with multiline phone systems; demonstrated ability to work with a variety of people and to meet multiple deadlines.

Salary Range: \$16,131 to \$22,739 plus excellent employer-paid benefit package

Closing date: 5pm, Wednesday, September 16, 1992

Required application packet available at The Private Industry Council, 720 SW Washington, Suite 250, Portland, OR 97205. 241-4600. FAX 241-4622 An Affirmative Action/Equal Employer

Accounting

McCaw Cellular
Communications, Inc.

Cellular One #280-O Accounts Receivable Representative Final Accounts

Cellular One is seeking an Accounts Receivable Representative - Final Accounts to perform daily and monthly collection procedures for canceled accounts; skip tracing on canceled and write off accounts; monitor all accounts sent to collection agency or attorney; perform final collection procedures on all write off accounts kept in house; provide monthly reports and supervisor with monthly reports on bad debt write off and recovery and work with outside agencies on accounts assigned to them.

Requirements include a minimum of two years experience in an automated collection environment; knowledgeable in Fair Debt Collections Practices Act and Oregon Unlawful Debt Collection Practices Act; excellent customer services skills; detail oriented with excellent oral and written communications skills; and ability to work independently. Applications are accepted only at our downtown location. No phone calls, please. Send your resume referencing the above number/ title to:

Cellular One
People Development Dept.
Job #280-) Accounts Receivable Rep. - Final Accounts
1600 SW 4th Avenue
Portland, OR 97201
Cellular One Jobline 789-JOBS
All replies in confidence
An equal opportunity employer

Accounting

McCaw Cellular
Communications, Inc.

Cellular One #278-) Accounts Payable Supervisor

Cellular One is seeking an Accounts payable Supervisor to provide ongoing training and professional development of staff; review and support daily A/P processing, and maintain ongoing relationships with all A/P customers.

This individual will make determination of month end items to be accrued, prepare and upload accrual journal entries, review and prepare manual checks; maintain manual check register and prepare input for data entry. supervisor will also analyze and report Network and Technical Operations variances as appropriate.

Candidate must have a minimum of three years experience in operating a computerized accounts payable system, demonstrated effective interpersonal skills, ability to organize team, formulate financial information, formulate decisions and communicate conclusions. Excellent PC skills required.

Applications are accepted only at our downtown location. No Phone calls, please. Send your resume referencing the above number/ title to:

Cellular One
People Development Dept.
Job #278-) Accounts Payable Supervisor
1600 SW 4th Avenue
Portland, OR 97201
Cellular One Jobline 789-JOBS
All replies in confidence
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Information Systems Auditor

NIKE, Inc. has an immediate opening in their innovative and growing internal Audit Department for an information Systems Auditor to perform all audits of IS departments, audits of selected computerized business information systems and to assist external auditors in IS related areas. Also act as support for departmental computers and information systems related issues.

Qualified applicants must have a Bachelor's degree in information Systems Auditing, Information Systems or Accounting; plus 1-2 yrs. coursework or equivalent experience in each area: CISA, CPA or CIA helpful; at least 2 years experience in commercial business applications development; preferably with IBM OS/ MVS, AS/4000 or UNIX; DOS Macintosh experience helpful; excellent oral and written communication skills; self-starter and able to work effectively with limited supervision.

Please forward your resume to NIKE, INC. EMPLOYMENT CENTER, ORACT, 3700 SW Murray Blvd, Beaverton, Or. 97005. This position may close at any time. Equal Opportunity Employer.



Public Library Consultant

Position re-opened. The Oregon State Library is recruiting the position of Public Library Consultant. Immediate emphasis on developing a program of consulting to enhance the ability of public libraries to meet community needs for improved children's services. The successful candidate will have an ALA-accredited MLS and three years of professional library experience including one year of experience in children's services. Compensation range is \$2,529-\$3,370. Application information is available from Barbara Columbus, Oregon State Library, State Library Building, Salem, Oregon, 97310, (503) 378-4243. Application deadline is October 12, 1992. The Oregon State Library is an equal opportunity, affirmative action employer committed to cultural diversity.

Clerical

We Want To Make A Difference In Your Life!

We Have Jobs For Persons With Disabilities

Jobs available in a variety of fields for short term and long term assignments.

St. Vincent dePaul Rehabilitation Services Offers Medical And Retirement Benefits. We are an Employment Service That Specializes In Placing People With Disabilities.

Disabilities cover a vast spectrum & may include visual and hearing impairments, persons in recovery, etc.

St. Vincent dePaul Rehabilitation is currently recruiting or:

- *Clerical
- *Data Entry
- *Receptionist
- *Word Processors

New Central Location

For application:

1201 SW 12th

Suite 308, Pld, 9am-4pm

Other ways to apply:

1. St. Vincent dePaul Rehabilitation, 4867 NE Martin Luther King, Portland 97211 from 8-4
2. St. Vincent dePaul Rehabilitation, 14780 Osprey Drive, Suite 240, at Murrayhill Shopping Cnt, Bvtn, 97007-8116 from 8-4pm
3. Mail in a cover letter and resume to one of the addresses above

MESD applications available m-f, 8-5 or send self-addressed stamped legal envelope, indicating position of interest to Multnomah ESD, Attn: Recruitment Office, 11611 N.E. Anisworth Circle, Portland, Or., 97220-9017

- Augmentative
- Communication Specialist
- Break Assistant - 3.75 hrs.
- Speech & Language Pathologist (Teachers)

DATA PROCESSING

Programmer Analyst II

NIKE, Inc. has an opportunity available for a Programmer Analyst II. This position will support systems and users in the development, maintenance and enhancement of all computer applications. Duties include responding to hardware/software questions, supporting user requests for ad hoc information and analyzing, coding, testing and installing applications systems.

Requirements include a college degree in Business or Computer Science or equivalent work experience in a related field, 3-5 years computer related experience; mainframe experience to include COBOL and SQL; Macintosh and PC experience to include Windows, MS word and Excel.

NIKE offers competitive salaries and excellent benefits. Please send your resume for consideration to: NIKE, Inc., ORSC, 3700 SW Murray Blvd, Beaverton, OR 97005. This position is subject to close at any time. NIKE is an Equal Opportunity Employer.



TOOL & DIE MAKER

Must have 55 years minimum tool and die experience. Plastic injection molds necessary. Stamping dies needed. Long term.

For immediate consideration on this and other opportunities Fax your resume to 503-297-8803 or contact:

503-296-8037



JOB SHOPPERS, INC.
"Engineering, All Disciplines"
5319 SW Westgate Dr. #146
Portland, Or. 97221

NO FEES
EQUAL OPPORTUNITY
EMPLOYER

Police Administrative Assistant

City of Lacey seeking professional, confident service oriented individual to manage Crime Mgmt Computer System, supr. records & evidence, manage budgets, perform varied confidential & administrative duties for chief. Knowledgeable & competent in prin & practices of Public Admin, program planning, Financial mgmt * labor relations. BA Public or Bgt. Admin, or Crim. Justice, or equiv. education & training, with 3 yrs. exp. \$2401-\$3074/ per month. DOE+ generous benefits pkg. Close: 9/25/92 5pm. Must submit City app, letter of interest & resume to: City Of Lacey, Personnel Dept. P.O. Box B, 420 College St. Lacey, Wa. 98503. Call (206) 491-3113 for app. packet.

EOE

Collection

Paragon

Cable

Phone Collector

Part-time

paragon Cable is recruiting for a part-time phone collector. Qualified applicant would have a working knowledge of a computer keyboard and the ability to perform data entry, work collection reports as requested, explain all billing situations to customers, and maintain professional customer friendliness at all times. High school education or GED required. Previous phone collection or customer service experience helpful. Proficient 10-key skills. Must be able to work M-F during the afternoon/evening shift and Saturday during the morning/afternoon shift. Please apply at: 3075 N.E. Sandy Blvd, Portland, OR 97232.
Equal Opportunity Employer

Major Telephone Co.

\$7.80-15.75/hr.

Now hiring. Technicians, installers, Acct/Serv Reps, operators. No experience necessary. For information, call 1-219-736-9807, ext. F6857 6 am - 6 pm - 7 days.

INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS

CALL FOR BIDS

Sealed bids will be received until 1:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #13, 501 N. Dixon, Portland, Oregon for the items listed hereina:

BID FILING

DATE

BID TITLE

Sept. 15, 1992 Fuel Oil For Various Schools (Requirement Contract)

Facial Tissue, Toilet Tissue And Paper Towels For Warehouse Stock, 1992-93

Paper Supplies For Warehouse Stock, 1992-93 (Supplemental)

Formal announcement, detailed specifications and bidding documents may be obtained at the above address. For additional information, please contact M.J. Hutchens, Dir. Purchasing, 249-2000, Ext. 581.