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Office Administrator

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We are currently seeking an individual to be responsible for overall office operations including building, technology, budget and administrative support for our Oregon State Office located in Clackamas.

The ideal candidate will possess a minimum of seven years of experience in progressively responsible administrative positions and an Associates Degree in business administration or related field or a combination of experience and education. Additionally, the following is required: strong project management and organizational skills; advanced proficiency in Word, Excel and PowerPoint; basic knowledge of networks and the ability to troubleshoot basic software and hardware problems; strong interpersonal, and oral and written communication skills; ability to operate office, mail processing and satellite systems; ability to gather relevant information to solve problems; and knowledge of facility management.

A competitive salary, excellent benefits package and a challenging work environment awaits the selected candidate. All interested, qualified candidates are invited to mail or fax their resume, with salary history to:

AARP
ATTN: AA/PO/200
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Lakewood, CA 90712
Fax: 562-421-5485
Jobline: 562-496-5318
www.aarp.org
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Word Processing Specialist
OREGON LEGISLATIVE
COUNSEL

- Enters, revises, and prints legislative documents for the Oregon Legislature
- \$1,747-2,302/mo., benefits
- Positions begin 11/2/98
- Applications should be received as soon as possible

For application information contact:
Karen Hupp
Employee Services
140 State Capitol, Salem OR 97310
(503) 986-1373
Job Line: (503) 986-1375
http://www.leg.state.or.us



Rideshare/Commuter information is available

Applications are also available at:
The Portland Observer Newspaper
4747 NE Martin Luther King Jr. Blvd.
Portland, Oregon

Multnomah Education Service District
Request For Proposals #491-98-372
For the Purchase and Maintenance of
Year 2000 (Y2K) Evaluation software
For PC's and Network Servers

The Multnomah Education Service District (District) is requesting sealed proposals for the purchase of Year 2000 Evaluation Software for District's Network Servers and Personal Computers and an annual, renewable maintenance/upgrade agreement on said software.

Sealed proposals will be accepted until:

4:00 P.M., PDST (Pacific Daylight Savings time),
Friday, October 9, 1998.

Proposals will be accepted on the above-listed date at the Multnomah Education Service District Purchasing Office at 11611 NE Ainsworth Circle (PO Box 301039, Portland, OR 97294-9039) Portland OR, 97220-9017, at which time and address the names of the offerors submitting proposals will be read publicly. Interested parties may attend.

Specifications may be obtained at the above office. Each proposal shall contain a statement as to whether or not the bidder is a resident bidder as defined in ORS 279.029. The District may reject any bid or quote not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids or quotes upon a finding of the agency it is in the public interest to do so. No bid or quote will be considered that is received after the appointed date and time.

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- 25 Positions for the 1999 Legislative Session.
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- Interviews for one position tentatively scheduled for the week of October 12, 1998; start date as early as November 2, 1998.
- Interviews for most of the positions tentatively scheduled for the week of November 16, 1998; start date as early as December 1, 1998.

For application information contact:
Karen Hupp
Legislative Administration Committee
140 State Capitol, Salem OR 97310
(503) 986-1373
job Line (503) 986-1375
http://www.leg.state.or.us

Deadline: Apply now. Open until all
positions are filled.



Rideshare/Commuter information is available at:

The Portland Observer Newspaper
4747 NE Martin Luther King Jr. Blvd.
Portland, Oregon

Workflow Assistant
OREGON LEGISLATIVE
COUNSEL

- Tracks production of legislative documents for the 1999 Oregon Legislative Assembly
- Responds effectively to requests and inquiries
- \$1,747-2,302/mo., benefits
- Positions begin 11/16/98
- Deadline for applications is 10/2/98

For application information contact:
Karen Hupp
Employee Services
140 State Capitol, Salem OR 97310
(503) 986-1373
Job Line: (503) 986-1375
http://www.leg.state.or.us



Rideshare/Commuter information is available
Applications are also available at:

The Portland Observer Newspaper
4747 NE Martin Luther King Jr. Blvd.
Portland, Oregon

Copy Editor
OREGON LEGISLATIVE
COUNSEL

- Edits and proofreads bills, amendments and publications for the 1999 Oregon Legislative Assembly
- \$1,747-2,302/mo. benefits
- Positions begin 12/1/98
- Deadline for applications is 10/2/98

For application information contact:
Karen Hupp
Employee Services
140 State Capitol, Salem OR 97310
(503) 986-1373
Job Line: (503) 986-1375
http://www.leg.state.or.us



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Employment Opportunities
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Associate Planner - \$3,298 to \$3,820/mo. Closes 10/9/98. Reference No. 851. Exam No. 98-145.

Building Inspector - \$21.12 to \$24.45/hr. Open Continuous. Reference No. 825. Exam No. 98-096.

Building Plan Examiner II - \$22.10 to \$25.59/hr. Open Continuous. Reference No. 832. Exam No. 97-061.

City Planner - \$2,850 to \$3,298/mo. Closes 10/9/98. Reference No. 848. Exam No. 98-144.

Clerical Specialist - \$1,917 to \$2,674/mo. Open Continuous. Reference No. 830. Exam No. 97-118.

Community Police Officer - \$31,304 to \$51,376/yr. Open Continuous. Reference No. 829. Exam No. 97-146.

Customer Accounts Specialist I - \$2,056 to \$2,881/mo. Open Continuous. Reference No. 844. Exam No. 98-062.

Electrician - \$23.05 to \$24.87/hr. Open Continuous. Reference No. 834. Exam No. 97-083.

Electrical Inspector - \$21.12 to \$24.45/hr. Open Continuous. Reference No. 827. Exam No. 95-052.

Engineer (Structural) - Bureau of Buildings - \$4,879 to \$5,377/mo. Open Continuous. Reference No. 838. Exam No. 98-068.

Police Clerical Assistant - \$1,842 to \$2,543/mo. Open Continuous. Reference No. 836. Exam No. 98-129.

Police Data Technician Trainee - \$9.47 to \$10.29/hr. Open Continuous. Reference No. 821. Exam No. 98-015.

Public Works Project Manager (Transportation Design) - \$4,553 to \$5,820/mo. Closes 10/5/98. Reference No. 842. Exam No. 98-131.

Recreation Coordinator II (Multnomah Arts Center) - \$2,673 to \$3,290/mo. Closes 9/28/98. Reference No. 822. Exam No. 98-136.

Secretarial Clerk I - \$20,946 to \$29,078/yr. Open Continuous. Reference No. 837. Exam No. 97-123.

Secretarial Clerk II - \$22,318 to \$31,450/yr. Open Continuous. Reference No. 839. Exam No. 97-124.

Senior Engineering Associate - Civil - \$4,214 to \$4,879/mo. Closes 10/19/98. Reference No. 824. Exam No. 98-134.

Senior Engineering Associate - Civil/Water - \$4,214 to \$4,879/mo. Closes 10/12/98. Reference No. 846. Exam No. 98-142.

Senior Management Information Systems (MIS) Support Analyst - \$44,520 to \$56,874/yr. Closes 9/29/98. Reference No. 852. Exam No. 98-143.

Senior Planner - Parks Specialty - \$3,820 to \$4,879/mo. Closes 9/25/98. Reference No. 835. Exam No. 98-119.

Senior Programmer Analyst - \$46,862 to \$59,904/yr. Open Continuous. Reference No. 831. Exam No. 98-050.

Senior Programmer Analyst (Buildings Bureau) - \$45,862 to \$59,904/yr. This Recruitment may close at any time without notification. Reference No. 843. Exam No. 98-071.

Senior Programmer Analyst - Water Bureau - \$46,862 to \$59,903/yr. Closes 9/28/98. Reference No. 823. Exam No. 98-139.

Systems Analyst/Programmer - \$45,862 to \$59,904/yr. Open Continuous. Reference No. 833. Exam No. 97-073.

For Detailed Information, Call 823-4573 And Choose Reference No. From Ad.

Mailing address:
Bureau of Human Resources
1120 S.W. 5th Ave. Room 404
Portland, OR 97204

Any requests for OPEN Competitive or Open Continuous examination applications must be accompanied by a stamped, self-addressed, standard, business-size envelope. If requests for applications are made close to our deadline, you may not get the applications in time.

Applicants are invited to apply via our Internet web site, City of Portland, home page www.ci.portland.or.us

Pick up applications at:
Portland Bureau of Human Resources
Application Center, Portland Bldg. Lobby

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Apply To:

Washington County Human Resources Division
155 N. First Avenue, Suite 210
Hillsboro, OR 97124

Women, minorities, and people with disabilities are encouraged to apply.