

CLASSIFIED ADVERTISING

MAINTENANCE

Spare Parts Clerk

Join the growing Maintenance Dept. at Leatherman Tool Group, Inc., a manufacturer of quality, compact tools. You will develop a maintenance inventory and storage system and dispense and maintain the spare parts and supplies inventory. Work includes responding to requests for parts, researching part requirements, preparing requisitions, and updating the spare parts database. Occasionally pick-up or deliver parts or supplies. Successful candidates will have database and spreadsheet exp, excellent verbal and written communication skills, ability to organize and prioritize, and coordinate projects. Requires valid drivers license. Must be able to lift 20 to 30 lbs. Frequently, and up to 50 lbs. with assistance. We offer excellent benefits, a competitive salary, and a team work environment. Pre-employment drug and alcohol screening is required. Equal Opportunity Employer. Please send resume and cover letter to



Leatherman Tool Group, Inc. P.O. Box 20595 • Portland, OR 97294-0595

Washington County

Community Corrections Center Supervisor

\$41,580 - \$50,544/year Closes June 7, 1999

Probation And Parole Officer 1

\$2,731 - \$3,320/month Closes June 7, 1999

Survey Technician II

\$2,803 - \$3,395/month Closes June 7, 1999

Call (503) 648-8606/TTY (503) 693-4898 for information. 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

The Office of the Mayor

City of Portland is recruiting for applicants to fill the position of Police Internal Investigations Advisory Committee (PIAC) Examiner/Assistant Ombudsman. For more information visit the Office of the Mayor, City of Portland is an equal opportunity employer committed to a diverse workforce. Deadline for submitting an application packet is 5:00 p.m., June 18, 1999.

Account Executive

Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland and surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume with salary requirements to:

HR dept., Washtenaw Mortgage Company, 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108 or fax to: 734-662-9517. www.mtgbank.com

SUBSIDIZED UNITS FOR SENIORS, OR DISABLED, OR HANDICAPPED PERSONS MAY BE AVAILABLE AT THIS TIME.

If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to "EQUAL HOUSING OPPORTUNITY."



Canby West

488 NW 6th Canby, OR 97013 (503) 266-4434



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Canby Village

488 NW 6th Canby, OR 97013 Phone: (503) 266-4434



Avenue Plaza Apartments

Now accepting applications for Studios and 1 Bedrooms

Subsidized Rents Available

For more information call 203-3068

EQUAL HOUSING OPPORTUNITY



Human Resource Metro

Providing regional services Creating livable communities

Recruitment & Training Supervisor, Oregon Zoo, \$33,998.00 - \$47,597.00/annually, FT, Deadline June 2, 1999. Responsible for supervising all recruitment and training programs for Visitor Services employees; scheduling training sessions for seasonal hires; producing recruitment materials, announcements and advertisements; scheduling and coordinating interview sessions. Responsible for networking with area high schools and colleges and participating in job fairs. Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: http://www.metro-region.org AA/EEO Employer

A/V Metro

Providing regional services Creating livable communities

A/V Production Assistant (Oregon Convention Center) - \$8.88 - \$10.80/hr, PT. (Deadline 6/1/99). Responsible for setting and striking A/V video and theatrical lighting sets. Assists with routine maintenance and record-keeping of equipment. Cross trains in the installation of telecommunications equipment. Resumes are not accepted. Required application materials available at: Metro HR Dept., 600 NE Grand Ave. If you would like application materials mailed to you, call (503) 797-1570. Web address: www.metro-region.org AA/EEO Employer

Electrician Metro

Providing regional services Creating livable communities

Electrician (Oregon Convention Center) - \$22.63/hr, FT. (Deadline 6/1/99). Performs electrical installations, repairs and preventative maintenance on electrical systems. Resumes are not accepted. Required application materials available at: Metro HR Dept., 600 NE Grand Ave. If you would like application materials mailed to you, call (503) 797-1570. Web address: www.metro-region.org AA/EEO Employer

Target Area Resource Coordinator, Livability Program

NORTHEAST COALITION OF NEIGHBORHOODS, INC. Previous experience in community organizing, preferably in Inner North/Northeast Portland. Demonstrated knowledge of Inner North/Northeast community. Experience in working with diverse groups. Bilingual skills welcomed. 20-30 hours per week. Salary range \$13 - \$15/hr. Apply in person to NE Coalition of Neighborhoods, 4815 N.E. 7th, Room C-25, Portland, between 5:00pm, Friday, June 4, 1999. Resumes are not accepted in lieu of a completed NE Coalition application. Equal Opportunity Employer.

\$20 Cash for children & parents in a health-related project

One child and one adult from your family will receive \$20 each for a 90-minute confidential interview survey at your home. Questions cover health topics, including alcohol and drug use. African American and White children (9, 11, or 13 years of age) and one of their parents can take part in this study. For details, call (503) 731-3273 Oregon Research Institute MULTNOMAH COUNTY HEALTH DEPARTMENT

Account Executive

Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume with salary requirements to: HR Dept., Washtenaw Mortgage Company, 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108 or fax to: 734-662-9517. www.washtenawmortgage.com

Part-time (30 hrs) community outreach position with nonprofit network, working primarily with low-income and communities of color.

Excellent communication skills, community organizing experience, ability to work independently, strong time management and follow-through skills. Send resume, cover letter, and salary history to: Coalition for a Livable Future, 534 SW 3rd Ave., Suite 300, Portland, OR 97204 by June 4, 1999. No emails or faxes. www.friends.org/cif/cif.html

Office/Clerical Office Assistant (half time)

The Vancouver Housing Authority is currently accepting applications for a half-time position of Office assistant. This position provides clerical and secretarial support for the Executive Directors Office and back up for the receptionist. This position requires a full working knowledge of secretarial and office policies and procedures. Independent judgment is required. Requires high school plus business college and two years secretarial experience or equivalent, typing ability of 65 wpm with accuracy. Excellent communication skills, proficiency with word processing and spreadsheet software. Salary range \$838 to \$1186 per month, benefits. Telephone (360) 694-2501 to request application packet. Resumes without applications will not be accepted. Completed applications must be received by 5:00 P.M., Friday, June 4, 1999. Vancouver Housing Authority, 2500 Main Street, Vancouver, WA 98660.

Maintenance Team Leader

Experienced leader with strong communications skills sought to supervise craftspeople within heavy manufacturing, unionized environment. Responsibilities include managing maintenance activities to obtain optimum resource efficiency, and performing full-range supervisory duties. Requires manufacturing electrician license; Bachelor's degree in technical field or 5 years experience within a production environment demonstrating leadership ability including team building and conflict-resolution skills; or equiv exp/educ. Metals experience preferred. Position offers competitive compensation package including defined pension plan, 401K, tuition assistance, and health benefits. Submit resume and salary requirements to Human Resources, PO Box 580, Albany OR 97321. We are an AA/EEO employer.

Lab Techs

National donor testing laboratory is accepting resumes for future Lab Tech openings (night shift) to perform automated & manual tests. BS in science required; MT (ASCP) preferred. 2 or more yrs of laboratory experience preferred. We offer competitive wages and exceptional benefits. Send resume with cover letter to: American Red Cross, National Testing Laboratory, Human Resources, 12124 NE Ainsworth Circle, Portland, 97220. Fax # 261-7489 Equal Opportunity Employer

Employment



In Oregon, opportunity means a variety of careers available statewide, competitive salaries and great benefits. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION

Principal Executive/Manager D Region 2 Right of Way Supervisor A strong leader possessing knowledge of right of way acquisition and management is needed for this immediate vacancy located in our Salem field office. This position will direct and supervise subordinates engaged in all phases of appraisals, negotiations/acquisitions, relocations and other Right of Way activities. Requires six years of experience in supervision, staff/technical or professional-level work related to right of way acquisition. This experience must have included at least two years as a Program/Project Leader, which included responsibility for developing goals and objectives, program/project evaluation or budget experience. A Bachelor's degree or courses in a field related to management, or in a field related to the position may be substituted for up to three years of the required experience, but will not substitute for the two years of specialized experience. Salary \$3,469 - \$5,132/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDDT9288. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is June 4, 1999.

Associate Transportation Engineer Pavement Design Specialist

Here's the opportunity you've been waiting for in the specialized field of pavement design! This entry-level engineering position will prepare pavement designs for transportation projects, investigate and analyze pavement design problems, gather and verify data from traffic and field studies, prepare pavement design alternatives and perform other office engineering work. Requires a Bachelor's degree in Civil or Transportation-related Engineering; OR a PE, PLS, FE/EIT, or FLS/LSIT. *NOTE: Applicants anticipating receipt of related Bachelor's degree must provide proof of degree by July 1, 1999. Salary \$2,622 - \$3,752/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDDT9289. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is June 11, 1999.

Executive/Fiscal Support Specialist Administrative Specialist 1

Self-motivated, detail-oriented individual wanted to provide executive support and leadership for the Director's Office/Communications Division Support Section in Salem. Perform budget preparation, tracking and other fiscal duties. Oversee section work assignments. Coordinate facility and technology needs. Establish and implement internal travel and purchasing controls and procedures. Process payroll and make vendor payments. Provide confidential administrative, technical, and secretarial support to manager. Requires 3 years of clerical/secretarial experience with at least 2 years performing full-level typing, word processing or other generation of documents AND lead work or coordination of office procedures. The successful candidate will possess a background working with budgets and/or accounting processes. See announcement for education substitutes and position details. Salary \$1,846 - \$2,592/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDDT9273. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is June 14, 1999.

Engineering Specialist (Entry) Pavement Design Technician

Looking for an opportunity to travel Oregon? Then you want to consider this seasonal opportunity (approximately 5 months duration) in our Pavement Services Group. Based in Salem, you will work on a traveling field crew involving extensive statewide travel on a weekly basis and will assist in obtaining highway pavement data necessary to prepare pavement designs for the construction, rehabilitation or reconstruction of highway pavements. Requires knowledge of the fundamentals of algebra and plan geometry. Salary \$1,420 - \$1,994/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDDT9287. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit

Research Assistant

The Child Welfare Partnership of the Graduate School of Social Work at Portland State University, Portland, Oregon, invites applications for Research Assistant. The position will provide a range of research tasks for the evaluation of Oregon's child welfare Title IV-E Waiver program. The successful candidate will have a Bachelors degree, preferably a Masters, in social work or a related field and work experience in social services, preferably related to child welfare. Send a cover letter, complete resume, and three references by June 4 to:

Child Welfare Partnership Portland State University Attn: Amberlea Powell P.O. Box 751 Portland, OR 97207-0751 PSU is an EO/AA institution

Sales Honeywell

Honeywell's reputation for impeccable products and services is not news to you. You know we were recently noted as one of the top 100 companies to sell for. Please consider the following opportunity.

Our HOME AND BUILDING CONTROL business unit is currently seeking candidates for the position of Service Account Specialist in the Portland area. The successful candidate will sell maintenance contracts on electrical, mechanical and temperature controls systems within commercial buildings. Customers include schools, hospitals, office buildings and industrial plants.

Your hard-work ethic will thrive in our fast-paced sales environment. Enjoy success by demonstrating the following skills: 2 - 5 years' DIRECT sales experience with proven track record in similar business; Bachelor's Degree preferred; exceptional communication and organizational skills; experience in cold calling, developing new business and implementing sales strategies; knowledge of HVAC, fire alarms, security, electronic and mechanical systems, preferred.

Please fax/e-mail your "scannable" resume, noting SC: EADPOB, to (612) 951-8185 or sourcing@corp.honeywell.com (ASCII text format). Or, forward your resume to Honeywell Inc., Employment Response Center, SC: EADPOB, P.O. Box 524, MN12-3260, Minneapolis, MN 55440-0524. Please visit www.hbc.honeywell.com.

Honeywell is an equal opportunity employer committed to a diverse workforce and a drug-free environment.

Program Specialist

The City of Portland, Parks and Recreation Unit is recruiting for a Program Specialist in the Urban Forestry division. Applicants must have knowledge of environmental science, urban forestry issues, policies, educational programs and funding sources; experience in grant preparation; developing and maintaining effective partnerships with private sector organizations, and preparing written documents and reports. Salary Range: \$3,526 - \$4,501/month

Application packets can be obtained at the Portland Bureau of Human Resources Application Center, 1120 SW 5th Avenue, NE Corner of the Lobby, or completed via the internet at www.ci.portland.or.us/jobs/. Deadline: June 7, 1999

Accounting Supervisor

Tri-Met, one of the nation's premiere public transit agency, has an immediate opening for an experienced Accounting Supervisor in the Finance & Administration Division. As part of a team of professionals the successful candidate will supervise staff, assist with financial reporting, budget preparation, annual audits, and FTA reporting. Qualified candidates must have a Bachelor's degree in Business Administration or related field, along with five years of experience including two years at a supervisory level. Extensive computerized accounting systems and personal computer applications experience required. If you thrive in a challenging, goal driven workplace characterized by teamwork, personal initiative, and professional growth this opportunity is for you. Tri-Met offers: Excellent Benefit Package, Hiring Range of \$3,297 to \$4,122 per month, Flex-Time, and On Site Fitness Facility. Submit resume, cover letter stating interest, and supplemental exercise along with application. Qualified candidates may obtain application materials at Tri-Met's Human Resources Dept. 3rd Floor, 4012 SE 17th Ave. Portland, OR 97202. Applicants residing outside Portland metropolitan area or who are physically disabled, may request application materials by calling (503) 238-4835. You may fax your application to 238-7440. Applications must be received by 5:00 p.m. on Friday, June 4, 1999. Visit our web site at http://www.tri-met.org/jobs/



www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is June 4, 1999.

OREGON DEPARTMENT OF HUMAN RESOURCES

Office of Medical Assistance Programs Program Technician 1 Medicaid Budget Analyst

The Office of Medical Assistance Programs of the Department of Human Resources is recruiting for an innovative, creative person to be its full-time Medicaid Budget Analyst in Salem. The purpose of this position is to provide technical support to the Title XIX Medical Assistance and Oregon Health Plan program budget analysts through database query, input, analysis and reporting. The position is responsible for the monitoring of expenditures, preparation of fiscal and utilization statistics and maintenance of forecasting models. To qualify, applicant must have three years' experience administering or coordinating parts or subsets of a project/program. A Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to the position will substitute for two years of the required experience. Salary is \$2,399 to \$3,346 a month. To apply to Announcement #LE9807258, obtain a State of Oregon application from either your local employment department office or by contacting the DHR job line at (503) 945-5742, or visit the State web site at www.hr.das.state.or.us/jobs. Application materials must be received by 5:00 p.m. on June 4, 1999.

OREGON DEPARTMENT OF CORRECTIONS

Mental Health Specialists Located in Salem, this position coordinates mental health services for mentally ill inmates and has responsibility for identifying problems and developing treatment plans. Requires two years' experience treating clients suffering from either alcohol/drug abuse or mental/emotional disturbance and a Bachelor's degree in Psychology or a closely related field or a combination of training and experience. Oregon application and Job Announcement #LE980820F may be obtained from any Oregon employment department or visit our web site at www.doc.state.or.us, or call (503) 378-6013. Closing date is June 8, 1999.

Property Specialist 3

Located in Inmate Work Programs Warehouse in Salem, this position assists the Warehouse Manager in purchasing, receipting, documentation of storage, accountability, delivery, installation, and issue of raw materials and finished goods. Salary is \$2,122 to \$2,785 a month plus excellent benefits. Oregon application and Job Announcement #LE990186A may be obtained from any Oregon employment department or visit our web site at www.doc.state.or.us, or call (503) 378-6013. Closing date is May 28, 1999.

OREGON STATE POLICE

Recruit Trooper The Oregon State Police is accepting applications for full-time Recruit Troopers. Enforce state laws (including fish and wildlife), patrol highways, investigate crimes, and perform other duties as required. To qualify, you must be a U.S. citizen, 21 years of age or older, licensed to operate a motor vehicle, possess a high school diploma or equivalent, and have no felony convictions. Starting salary is \$2,817 a month, with benefit package available. Call the OSP job line at (503) 378-3725, ext. 4131 or write Oregon State Police, Sworn Applicant Processing Section, 1320 Capitol Street NE, Suite B-10, Salem, OR 97303. Equal opportunity employer. Applications received or postmarked no later than June 30, 1999 will be invited to test in July.

OREGON STATE UNIVERSITY

Facilities Services Refrigeration Mechanic The person in this position must have journey-level refrigeration mechanic experience which shows skill installing, maintaining, and repairing refrigeration equipment and air conditioning systems; or completion of an approved refrigeration mechanic apprenticeship. This position also requires a Chlorofluorocarbon (CFC) License, United-Maintenance Electrical (LME) or Heating, Ventilation, Air Conditioning (HVAC) License, and a valid driver's license. The purpose of the position is to perform journeyman-level refrigeration work. Salary is \$2,516 to \$2,898 a month. Contact OSU Office of Human Resources, 14th & Jefferson, Corvallis, OR 97331-2131 or call (541) 737-3103 (TTY (800) 735-1232 for the hearing impaired) for application materials. OSU is an AA/EEO. Application materials must be received by 5:00 PM on the closing date of June 4, 1999.

These are just some of the current openings available with the State of Oregon. For additional information a copy of the State of Oregon Application Form and a more complete announcement listings, call the State Job Line (Oregonian Inside Line) (503) 225-5555 ext. 7777, TTY (503) 378-4672, visit your local employment department or visit our web site at www.hr.das.state.or.us/jobs. The State of Oregon and all its divisions are proud to be equal opportunity employers.