



Classifieds/Bids

Employment

General 235

Associate Planner (Two Positions), City of Milwaukie, OR. Salary Range: \$3162-\$4035/mo., D.O.Q., plus excellent benefit package. Milwaukie is a contiguous suburb of Portland with a population of 20,000. These positions are responsible for a variety of technical and professional duties in current and long range planning. The positions will be involved in the development and implementation of land use policies and regulations. Applicant must possess a four-year college degree in a related field and three years of technical planning experience. Desirable to supplement education with masters degree in urban planning, regional planning or related field. Requires thorough knowledge of zoning laws, policy application and project management. Must have the ability to communicate effectively, orally and in writing. Successful applicants will demonstrate ability to establish and maintain effective working relationships and coordinate work with a variety of departments and groups. Application materials include contact Cynthia (503) 786-7507, nagye@ci.milwaukie.or.us. Fax#(503) 652-4433. TDD # (503) 786-7555. Application materials must be received by the City of Milwaukie, Human Resources at 10722 SE Main Street, Milwaukie, OR 97222, no later than 4 PM, Friday, September 01, 2000. Prior to hiring, applicants must pass a drug test. All qualified applicants are encouraged to apply. EOE.

General 235

The Multnomah Athletic Club, a private club established in 1891 with over 19,000 members & a 500,000 sq. ft. clubhouse, has openings in the following areas:
Day Housekeeper DH-POBS \$200 Hiring Bonus
 FT day housekeeping position available in the mens locker areas & lounges, Sun-Tue. This position requires excellent customer service skills including the ability to interact in a positive & courteous manner w/ members, guests, & staff. Previous housekeeping exp. Is preferred but not req'd.
Deli/Barista Clerk DBC-POBS
 FT/PT counter persons to work in our fast service deli. Serve food & beverage items to members & employees in a fast, friendly, & courteous manner. Perform stocking, cleaning, & food preparation duties. Requires a valid food handler permit & excellent customer services skills. OLCC req'd once hired.
Night Housekeeper NH-POBS
 FT Shift is 9:30pm-6:00 Perform general janitorial & housekeeping functions. Must be able to lift, push, pull & carry up to 50 lbs. Previous housekeeping, janitorial, or custodial exp. Req'd.
Restaurant Servers RS-POBS
 FT Experienced server with a valid food handlers & OLCC permit.
 We offer an excellent work environment, & benefits package for 20-hrs/wk: medical, dental, paid vacation & sick time, free parking or Tri-Met discount. Fax a resume to 503-525-8990, or complete an application at the club, 1849 SW Salmon. Please reference Job Title & Code on the fax or resume. Job Line 503-525-8989. Equal Opportunity Employer

PART-TIME JOBS FULL-TIME REWARDS

EDUCATIONAL BENEFITS

- ☑ Additional \$455 per month
- ☑ Tuition Assistance Program
- ☑ Student Loan Repayment Program

BONUS MONEY

- ☑ Initial \$5,000 to \$8,000

MANY OTHER FULL-TIME BENEFITS

- ☑ Dental, life insurance, vacation/travel for free, retirement, etc.

OREGON CAREER COUNSELOR
 YOU CAN Cornelious Curtis
 (503) 335-5115

Employment

General 235

Program Supervisor
 Position with anti-poverty, non-profit to oversee and supervise youth and family programs. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

General 235

Public Information Coordinator
 20 Hours Per Week-Job Share \$12.08 - \$15.17 per hour
 Excellent Benefits!
 Clackamas County's Dept. of Transportation & Development has no opening for an experienced receptionist (multi-line phone systems) to answer phones and assist the public. Each day, PIC's answer about 1,500 calls and assist numerous citizens in person. Excellent customer service skills required.
County Employment Application Required. Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045, (503) 655-8459 or download an application from our web site:
<http://www.co.clackamas.or.us/personnel/jobs.html>. Closing date extended to August 11, 2000, 5:00 PM. EEO Employer

Health Care 240

Utilization Management Assistant
 CareOregon is a growing, progressive Medicaid managed care health plan located in downtown Portland. Our excellent benefits include fully paid health/dental insurance and matched 401(k).

We are currently recruiting for a utilization management assist to provide technical and clerical support for the utilization management and care coordination activities. You will be responsible for processing referrals and authorization requests, being the initial point of contact for providers, entering data for claims processing, participating in team meetings and a variety of other technical and clerical tasks. The successful candidate will have basic knowledge of ICD9 and CPT coding, medical terminology, and at least two (2) years experience working in a clinic, hospital, or health insurance plan. Candidates with previous utilization management or referral coordinator experience are preferred. You must be able to work in a self-directed work team environment with diverse groups and have good verbal and written communication skills. Please submit cover letter and resume to CareOregon-HR-UMA, 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-3721. Position may close at any time.
 CareOregon is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other classification protected by law.

Office 250

FT Office Manager

Must Have:

- HS Diploma or GED
- Experience with ICD and CPT coding, ins. Billing
- Org. skills, multi task oriented
- Ability to work with multiethnic clients and low income population.

Knowledge of Medisoft and Windows programs
 Spanish Speaking req.
 Salary 12.00 hr + benefits
 Please mail or fax resume and cover letter to:
 NPCHC
 5311 N. Vancouver Ave.
 Portland, OR 97217
 Attn: Ms. Mariah Taylor
 Fax#284-9162
 By August 21st, 2000

Advertise in
The Portland Observer

Employment

Office 250

Clerk - General Office

 Join Leatherman Tool Group, Inc., a growing manufacturer of quality tools. Our 450+ employee company is located near the PDX airport. We are seeking a team player with 1 yr office exp including word processing and spreadsheet skills. The Marketing Clerk scans publications for industry articles and ads, enters article data in spreadsheets, maintains marketing library, assists in processing ad claims, files documents, prepares mass mailings, and provides general support to Marketing Department. Requires attention to detail, ability to handle heavy work volume, and flexibility to meet changing needs. We offer excellent benefits, competitive wages and a friendly, professional 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

Legal 253

Attorney
10 AmeriCorps Attorney
 Position - Communities in Partnership to Stop Violence Against Women and Children, a statewide AmeriCorps project of Oregon's legal aid, domestic violence & sexual assault, and child advocacy programs, is seeking attorneys to provide legal service law. Attorneys will work in legal services offices for a term of 9-12 months. Attorneys will be responsible for maintaining a caseload of primarily family law matters involving domestic violence. AmeriCorps participants are paid an annual living allowance of \$9,000. Benefits include health insurance, daycare benefits and deferment of qualified student loans during the period of service. In addition, AmeriCorps participants who successfully complete the program receive an education award of \$4,725. Applicants must have OSB membership, interest in working with survivors of domestic and sexual violence, good legal skills and willingness to make a 9-12 month commitment to the program. Attorney positions are available in Albany, Bend, Eugene, Hillsboro, Medford, Roseburg, Ontario, Oregon City and Portland. The AmeriCorps project is an Equal Opportunity Employer. Minorities and person with disabilities are encouraged to apply. Send resume and letter of interest indicating offices you are interested in to Shaun Wardinsky, Legal Aid Services of Oregon, 700 SW Taylor, Suite 310, Portland, OR 97205

Sales 260

Residential Remodeling Sales - Designer-Consultant
 Neil Kelly Co., a nationally recognized design/build remodeling firm, has an immediate opening in its Remodel division. The Designer-Consultant must have experience in design, estimating, and presenting residential remodeling projects. Requires a combination of education and/or experience that provides knowledge in housing, construction, architectural design and/or interior design; knowledge and/or experience related to remodeling design and construction is preferred. Must have ability to problem solve, listen, and communicate. The position is commissioned with some benefits. You provide your own vehicle; applicant must have current license and good driving record. Team organizational structure. Job description available on request. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume and cover letter to: Diane Stark, Human Resources Dept., Neil Kelly Company, 804 N. Alberta St., Portland, OR 97217 or email to dstark@neilkelly.com.

Employment

Sales 260

KXJMF, 95.5, Portland's New Hit Music Station has immediate openings for **Account Executives**. Two plus years media sales required. Send resume to attention, Randy Hudson, Sales Manager, 0234 SW Bancroft, Portland, OR 97201. No phone calls. KXJM is an equal opportunity employer.

Maintenance
Exercise Your Options

 Bally Total Fitness, the largest nationwide operator of fitness centers, has 13 new clubs in the Portland area. We currently have opportunities for:
Building Maintenance Mechanics
 Responsible for maintenance of air-conditioning systems, sauna/steam rooms and exercise equipment. Qualified candidates will have a basic knowledge of plumbing, electrical & carpentry to perform basic facility repairs and maintenance schedules. Must supply own tools.
Locker Room Attendant/Porter
 The successful candidates for this entry level position are required to follow a daily cleaning schedule and maintain a clean environment in the health club. Must be detail oriented with the ability to work independently within the Bally's team. Full/Part-time and various schedules are available.
 We offer hard-driven, talented people a lot more than just an exciting career. **FREE CLUB PRIVILEGES, GREAT MEDICAL BENEFITS** (FT, 30hrs/week), **401K/STOCK PURCHASE PLAN**, and a healthy discount on nutritional products are just some of the benefits that qualified employees receive when working with the undisputed leader of the fitness industry.
 Send resume to: **Natellie Kirch, FAX: (503) 644-2247, email: nkirch@ballyfitness.com**; or call: **1-800-FIT-NESS** to be connected to the club nearest you.
 We build more than bodies.
 www.ballyfitness.com
 Drug-Free Environment
 Background Screen Req'd. EOE M/F/V/D

ROSE QUARTER

HOUSEKEEPING/SUITE CLEANING
EARN \$50 ON YOUR SPARE TIME
 Oregon Arena Corporation at the Rose Quarter is seeking experienced Housekeepers for part-time positions to clean suites after events in the Rose Garden Arena.
Requirements: Ideal candidates will possess a minimum of one year Housekeeping experience in hotel, hospital, commercial housecleaning, or janitorial environment. Must have proven stable work history and knowledge of custodial, floor and carpet equipment. Ability to stand for extended periods of time and to lift 50 lbs. Must be able to follow written and oral instructions in English. Must be flexible and available to work as dictated by our event schedule including early am (minimum 4 hour shifts/6am-10:30am and occasionally 10:30pm-2:30am), as well as some weekend and holiday shifts.
Pay rate: A straight flat rate of \$50 per shift.
To Apply: Fax your resume ATTN: Belinda Hinojosa, Recruiting Coordinator/Human Resources, (503) 736-5070, or mail to One Center Court Suite 300, Portland, Oregon 97227. You may also complete an application located at the Rose Quarter Ticket/Box Office Lobby.
 Equal Opportunity Employer, Minorities and Females are encouraged to apply.

SAIF CORPORATION
 On the job for Oregon www.saif.com
OPENINGS IN PORTLAND & SALEM, OREGON
 SAIF Corporation is a public corporation on the cutting edge of providing quality customer service and care to employers and injured workers. We're the leading force in the Oregon Workers' Compensation insurance marketplace, and we're looking for people with the skills and commitment to keep us there. We offer: **Competitive salaries, excellent benefits, latest technology, team-oriented work environment, educational benefits, and training opportunities.** We are looking for talented people to fill the following positions:
NURSE CONSULTANT
INSURANCE REPRESENTATIVE
SUPERVISOR
ADMINISTRATIVE ASSISTANT
 For more information please visit our web site: www.saif.com or call our job hotline at: (503) 373-8047.
SAIF CORPORATION
 On The Job for Oregon
 Human Resources Division, PO Box 988
 Salem, OR 97308-0988
 FAX: 503-373-8628
 An Equal Opportunity Employer

Social Services 265

Women-Research-Never-Homeless-No Childhood Abuse-Confidential.
 Participate in a (University of Portland) to help women who are homeless. Talk with a NURSE Researcher about your childhood experiences and childhood family and your current support system. Your experience may help us help women who have been or who are homeless. To participate you must be a woman age 18 or over, speak English, never have been homeless, and have not experience childhood abuse. Call 943-7108 or 1-800-227-4568. You will receive \$25.00 for your time and expenses.

Look Want A House!!!
\$0 Down
\$0 Closing
 With Verifiable Income.
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Roberta Robinson G.R.I.
 Century 21 Elite
 503-241-2711X141 Office
 503-366-3168 Pager
 503-397-5267 Home
 P.O. Box 242
 St. Helen, OR 97051

Portland Police Bureau
 Join the Premier Law Enforcement Agency in the Northwest
Career Opportunities for Sworn Positions
Community Police Officer
 ■ \$32,989 - \$54,038 Approximate Annual Salary
Entry Level Applicants Must: Be 21 years of age or older; Have a four year college degree. **Lateral Level Applicants Must:** Be 21 years of age or older; Have an Associate's Degree with 60 semester or 90 quarter hours from an accredited college; Have two years law enforcement experience.
Career Opportunities in Support Positions
Police Records Specialist Trainee
 ■ \$9.77 Per Hour to \$15.91 Per Hour after Three Years
 ■ Excellent Benefits - Medical, Dental, Vacation
Applicants Must: Be 18 years of age or older; Have a High School Degree or GED; Able to key with extreme accuracy; Have a valid driver's license.
Police Administrative Support Specialist
 ■ \$1,978/Month to \$2,758/Month after Three Years
 ■ Excellent Benefits - Medical, Dental, Vacation
Applicants Must: Be 18 years of age or older; Have a High School Degree or GED; Two years office/derical and public contact work; Have a valid driver's license.
For More Information Call: (503) 823-0346
 or Toll Free (888) 735-4259
 Visit our Web Site at www.portlandpolicebureau.com
 An Equal Opportunity / Affirmative Action Employer

Get Started With The Air National Guard

Part Time Job
Earn College Credits for Your Training
Student Loan Repayment (\$20,000.00)
Earn Up to \$605.00 per month (Tax-Free) with the Montgomery GI Bill combined with the new Incentive Kicker
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 (503) 335-4040 or 1-800-392-1801
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Air National Guard
 WWW.ORPORT.ANG.AF.MIL

Would you like a Child Free Summer Day, Night or Weekend?
 Then call
Summer Time Baby Sitting
 Gary Ann at 288-0033 or
 Memory Ann at 285-3810
 Will be out of town from

Witnesses Needed: If you witnessed protestors being shot by Portland city police between 8:15 p.m. and 9:00 p.m. on August 17, 1998 in the area of NE Martin Luther King Boulevard and Prescott Street, please contact Stephens & Russell law office at (503) 282-7999. Video especially helpful.