



Classifieds/Bids

Employment

General 235

Metro
Providing regional services
Creating livable communities

Administrative Technician, Metropolitan Exposition Recreation Commission. \$12.98-\$16.58/hourly, FT, Deadline 10/2/00. Performs a variety of entry level professional accounting tasks, including processing and maintaining financial information for facility events and reconciling accounts. Responsible for monitoring collection of and processing accounts receivable issues.

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: www.metro-region.org AA/EEO Employer

General 235

Apartments for Rent ACCEPTING applications for 2 & 3 bdrm
Subsidized units. Burnwood Manor
Apartments, 601 Young St., Woodburn
503-981-8614. Equal Housing Opportunity

KXL
Immediate opening for Assistant Producer, flexible, hard working. Computer skills and organizational skills a must.

Minimum one year experience required. Send resume to attention James Derby KXL Radio, 0234 SW Bancroft, Portland, OR 97201. KXL is an equal opportunity employer.

General 235

Radio News Talk 750 KXL has immediate opening for Overnight and weekend board operator / news update anchor. Entry Level position with plenty of room to grow. Tape and resume to Operations Manager, News Talk 750 KXL, 0234 SW Bancroft, Portland, OR 97201. EOE

ACCOUNT EXECUTIVE

Great opportunity for the right individual. Expanding Conventional National Wholesale Mortgage Lender is seeking an Account Executive for Oregon. Conforming wholesale mortgage and sales experience required. Excellent compensation and benefit programs. Please send resume to: Washtenaw Mortgage Company 315 E. Eisenhower, Ste. 12 Ann Arbor, MI 48108 Or fax to: 734-662-9517. Hr@washtenawmortgage.com

Employment

Employment

General 235

WELDERS

Kleespie Tank & Petroleum, Inc., a leader in sales, service & installation of petroleum equipment & other liquid handling & storage systems, has openings for welders in our Morris Manufacturing Plant -Night (Mon-Thurs.) and Weekend (Fri-Sun) Shifts. **\$1.25/hr incentive for nights; \$2/hr incentives for weekends.** Excellent benefits incl. Health, dental & life ins., 401K, paid vacation & paid holidays. Send applications to:



Attn: Robert Griffith
PO Box 600
Morris, MN 56267
Phone: 320-589-7252
Fax: (320) 589-7261

EOE

General 235

Info Systems Coordinator

Multnomah County Library is seeking applicants for Info Systems Coordinator. This position will have primary responsibility for the management of the Library's integrated Library System application. Requires 5 years of increasingly responsible experience in information systems and analysis including at least 3 years managing a large database application or ILS system. At least one year of supervisory experience and at least one year project management lead experience required. Requires experience in supporting an ILS in a large library; AND equivalent to a bachelor's degree from an accredited college or university with major course work in computer science or a related field. A Masters in Library Science or related field is preferred. The MLS can substitute for two years of the required experience. Salary: \$45,282 - \$63,396 annually, (\$45,282 - \$54,339 annual, standard hiring range, depending on qualifications)

Apply by September 29, 2000. For additional information see our web page at <http://www.co.multnomah.or.us> or call Multnomah County Human Resources Division at (503) 988-5015. Ask for Exam number 965104

General 235

Radio Traffic Director: Full-Time

For Entercom radio station. Must have at least 3 yrs. Traffic, programming and continuity experience, preferably with JDS system. Good computer, verbal and written communications skills. Detail oriented.

Send resume to HR, 0700 SW Bancroft St., Portland, Oregon. 97201 or email judy@entercomportland.com.

General 235

Postal Jobs \$9-14.27/HR
+ Federal Benefits
No Experience, exam info
Call 1-800-391-5856 X6802
8am-9pm Local not guar.

Wildlife Jobs \$8-19/HR
+ Federal Benefits
Park Rangers, Security, and Maintenance
No experience for some. For info call 1-800-391-5856 X6803
8am-9pm Local not guar.

Employment

General 235

WASHINGTON COUNTY

Senior Engineer
\$4,232-\$5,145/month
Closes October 6, 2000

Senior Sanitarian
\$3,651-\$4,438/month
Closes September 29, 2000

Call (503) 846-8606/TTY (503) 846-4898 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

General 235

WELDERS

Kleespie Tank & Petroleum, Inc., a leader in sales, service & installation of petroleum equipment & other liquid handling & storage systems, has openings for welders in our Morris Manufacturing Plant -Night (Mon-Thurs.) and Weekend (Fri-Sun) Shifts. **\$1.25/hr incentive for nights; \$2/hr incentives for weekends.** Excellent benefits incl. Health, dental & life ins., 401K, paid vacation & paid holidays.

Send applications to: LOGO

Attn: Robert Griffith
PO Box 600
Morris, MN 56267
Phone: 320-589-7252
Fax: (320) 589-7261

EOE

General 235



PROVIDER REPRESENTATIVE

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 Provider Representative to serve as a link between our provider network and the plan. You will educate and support the provider network on Oregon health Plan benefits and policy and troubleshoot, research and problem solve provider issues and concerns. Two years experience oral and written communication skills, good word processing skills, and ability to work independently and with diverse groups necessary. Valid driver's license and ability to travel statewide and overnight required. Hiring range \$24,177-\$32,276.

Please submit cover letter and resume to CareOregon-HR-PR, 522 SW 5th Ave., Suite 200, Portland, OR 97201, 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.

Employment

General 235



Health Care 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 (2) years experience working in a clinic, hospital, or health insurance plan. Candidates with previous utilization management or referral coordinates experience are preferred. You must be able to work in a self-directed work team environment with diverse groups and have a good verbal and written communication skills.

Please submit cover letter and resume to CareOregon-HR-UMA, 522 SW 5th Ave., Suite 200, Portland, OR 97201, 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.

General 235



Immediate opening for full and Part-time attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a Positive attitude. \$8.00+ starting wage Huge overtime potential Advancement opportunities Medical, Dental, 401K available Applicants must submit to drug test and background check. Apply in person daily between 12-1, Monday - Friday. 130 SW STARK Portland, OR

General 235

Make A Difference!

Take advantage of a great volunteer opportunity! The SMART CHOICES program of the YWCA is seeking volunteers to assist with after school activities designed to promote the intellectual, social and personal development of 4th and 5th grade girls. Activities take place weekday afternoons from 3-5 pm in Northeast Portland schools. For more information call 721-1754 or email caroline@ywca-pdx.org

Employment

General 235

Human Resources Analyst

The HR Analyst is responsible for all recruitment and selection activities for the Department, in addition to a variety of HR generalist duties. Duties include working with supervisors and managers to coordinate recruitment's and the hiring process, coordinate hires, transfers promotions, and other employment changes, providing technical assistance to employee, supervisors, and managers in relation to recruitment; benefits; personal rules and regulations; collective bargaining agreements; wages, hour, and employment laws; and other Hr areas. Hr Analyst will coordinate the Implementation of classification studies completed by County Hr; compile, analyze, and report on department HR data; coordinate and oversee all HR record maintenance; recruit for departmental temporary positions and make referrals to departments; conduct special research projects; and compose reports and correspondence. Requires two years of professional Human Resource generalist experience and equivalent to a bachelor's degree in a related field. Salary range \$39,136.00 - 54,790.00 annually. Apply by September 29. Further information and application materials are available at: www.co.multnomah.or.us or by calling (503) 988-5035.



General 235

The Multnomah County Health Department is currently recruiting for the following positions:

- Clinical health Assistant - Corrections Health
- Community Health Nurse
- Medical Records Technician (ART)
- Office Assistant 2 - (Part-Time)
- Psychiatrist (Part-Time) - Corrections Health
- Senior Fiscal Specialist (Accounts Payable Manager)

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries.

Multnomah County Health Department is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer



General 235

Community Organizer
Working with renters in diverse, low income neighborhood in Portland Community Alliance of Tenants, 460 9702

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All Classified Ads and Bids will be accepted up until 5 p.m., Friday.
Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd

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RATES

DEADLINE