



# Classifieds/Bids



## PARKING FACILITY OPERATOR

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

## Publication Coordinator

Our fancy name for Writer/Editor Creative Einstein Project Guru

### Grammar Know-It-All

Tri-Met seeks part-time Publication Coordinator for its printed and electronic media in marketing, customer information and communications. This position works on creative projects big and small, providing concept development, copywriting, editing, style and grammar expertise, project management, customer service and team work-always to achieve project goals. Must be able to craft written content and style to reach targeted audiences such as customers, businesses, and agency partners. Shares responsibilities with other half-time coordinator/writer; requires excellent team and interpersonal skills.

Position offers career development opportunities, excellent benefits packages, free transportation, hiring range of \$17.43-\$20.50 per hour, regular part-time/20-hours per week and work with fun, creative; dynamic team in a fast-paced, supportive environment.

Ideal candidates will have a Bachelor's degree in business communications, English, journalism or related field; at least three years experience in marketing, communications or promotional writing and related project coordination; office computer and word processing experience (Microsoft Word preferred); or any equivalent combination of experience and training. Bilingual Spanish copywriting/editing skills highly desirable.

Submit resume, cover letter and three work samples showing breadth of writing experience with job application to Tri-Met's Human Resources office no later than March 30, 2001.

Qualified candidates may obtain application materials at Tri-Met's Administration Office, 1st floor lobby, 4012 SE 17th Ave., Portland OR 97202. Applications received after 5:00 p.m. on Friday, March 30, 2001 will not be accepted. You may fax your application to 503-962-7440. Those residing outside the Portland Metropolitan area or who are physically disabled may request application materials by calling 503-962-7635. Visit our web site at [www.tri-met.org](http://www.tri-met.org) for more detailed information. Tri-Met is an equal opportunity employer.



How we get there matters. Tri-Met is an equal opportunity and drug free workplace employer.

### Youth Program Supervisor

FT. Resp for the coordination, implementation and daily oversight of family and youth prgm serv, activities and staff. Prim resp incl staff supervision, contact compliance and prgm development. Require Degree or equiv in SW or related, min four yrs exp in hmn srvc, min one yr of prgm/staff supervision. Apply in person at Portland Impact, 4707 SE Hawthorne. Questions call (503) 988-6000. EOE/AA

Tri-Met is seeking to fill The following positions Tri-Met, Oregon's progressive public transit agency, has the following immediate openings in its Marketing section:

### Outreach Representative

Hiring range of \$2,925 to \$3,657/month Application materials due by Friday, March 30, 2001

The successful candidate will actively build and strengthen partnerships with external groups in order to increase public confidence in Tri-Met and increase support of agency goals and programs. Responsible for information gathering and dissemination to community and stakeholders with an emphasis on public involvement in service related issues. Successful candidates will have the following background:

- Bachelor's degree in public administration, communications, public affairs or related field.
- A minimum of three years experience in community organizing, public relations, public interest advocacy or communications. Additional years of specifically job-related experience may substitute for degree. Bilingual skills (Spanish/English) desired.
- Experience in event and product promotion.
- Or any equivalent combination of experience and training.

### Outreach Administrative Assistant

Hiring range of \$13.42 to \$16.11/hour Application Materials due by Monday, March 26, 2001

The successful candidate will perform a variety of administrative support activities for the Marketing Outreach Representative Successful candidates will have the following backgrounds:

- High school diploma or equivalent, with course work in secretarial and office procedures. Business college training or college degree desirable.
- Three years of experience in a responsible administrative support position, supporting multiple staff members.
- Intermediate level experience with personal computer (Access, Excel, MS Word) required. Minimum typing speed of 60 wpm.
- Or any equivalent combination of experience and training.

Submit resume and cover letter stating your interest with your application. Application materials may be obtained from Tri-Met's Administration Building lobby, 4012 SE 17th Ave., Portland, OR 97202. You may fax your application to 503-962-7440.

Those residing outside of the Portland Metropolitan area or who are physically disabled may request application materials by call 503-962-7635. You may reach us on bus line #17 & #70. Visit our web site at <http://www.tri-met.org/jobs/>.



How we get there matters. Tri-Met is an equal opportunity and drug free workplace employer.

### Sexual Assault Prevention Coordinator - Part-time

This position delivers sexual assault response for community members, educational outreach, crisis intervention, and partnering with community agencies. Prefer knowledge and/or experience of pornography, stripping and/or prostitution. Prefer demonstrated experience working in communities of color. \$12 per hour with benefits. Women of color are urged to apply. Send resume and cover letter to: LOTUS, 1811, N.E. 39th Avenue, Portland, OR 97212. Or fax to 503-288-8056. AA/EOE Open until filled. No calls please.

## Our Real Estate Dept. is Growing, Come join our Winning Team!

Join a team that's been recognized as a "Best Place to Work" by PBS & Associates.

### Residential Lending Operations Mgr.

- Assists Vice President/manager in overall growth strategies and organizational initiatives
- Directs day-to-day processing and closing operations
- May assist as needed in Underwriting functions
- Ensures adherence to related policies and procedures
- Prepares production reports
- Monitors efficiency and production of processing and closing staff
- Assists ITS department with maintenance and functioning of automated systems
- Works with branches to ensure excellent service and relations with branch staff
- Requires 5 years Processing/Closing/Underwriting experience, as well as experience in a management role

### Residential Lending Sr. Processor

- Processes mortgage loan applications, obtaining all necessary information and documents
- Reviews data for compliance with policy/regulatory requirements and terms, and forwards file to underwriter
- Understands basic secondary market procedures and requirements
- Assists closer and underwriter in ensuring file quality
- Works with Loan Officers to structure files and ensure superb member service
- Requires 3-4 years experience in a loan processing role

### Residential Lending Receptionist & Admin Asst

- Acts as primary point of contact for incoming phone calls, and directs members calls to ensure excellent service
  - Greets members and other visitor to department and directs them to meet their needs
  - May assist with file set up and ordering out of basic mortgage documents
  - Pay vendors as needed
  - Assists VP/Manager and others in general organizational/office functions
  - 2 years general office experience, mortgage experience a plus
- Generous benefits include medical, dental, vision, 401K, wellness program, and tuition assistance. Send resume and salary requirements to: Columbia Credit Union PO Box 324 Vancouver, WA 98666 Or email [angel@columbiacu.org](mailto:angel@columbiacu.org) Or fax (360) 891-1226 Positions are open until filled. Interviews will be by appointment only, no phone calls please. Equal Opportunity Employer/AA

### Academic Instructor

Energetic, experienced and creative GED/Work Place Readiness Instructor in a vocational/educational program for young adults ages 16-24. This is a full-time, year-round Position, which requires a Bachelor's degree and a valid State of Oregon Teaching Certification. One-year secondary instruction experience preferred. If interested and qualified, submit a cover letter of interest and resume to:

**Human Resources**  
31224 E. Historic Columbia River Hwy.  
Troutdale, OR 97060  
Responses Must Be Received No Later Than Friday, March 30, 2001

Advertise in The Portland Observer Call 288-0033

## Washington County



### Community Health Nursing Supervisor

\$4,339 - \$5,274/month Closing April 13, 2001  
Cartographer II \$2,748 - \$3,382/month Closing April 6, 2001  
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

### Metro

Providing regional services \* Creating livable communities

### Park Workers.

\$8.00 - \$8.75/hour, FT. Seasonal, Open Continuous. Metro is seeking Grounds Maintenance/Fee Collectors and Night Rangers. Based either at Blue Lake Park or Oxbow Park. Assists in providing a safe and enjoyable experience for visitors. Collects fees from park visitors. Performs ground maintenance including, but not limited to, mowing, trimming, weeding, irrigation, and garbage removal. Requires ability to operate vehicles and equipment with minimal training. Performs strenuous physical labor for long periods. Night rangers are directly responsible for the after hours security of the park. Must be at least 18 years of age. Requires valid driver's license.

### Exhibits Lead,

Oregon Zoo. \$19.31 - \$24.46/hour, FT, Deadline 3/30/01. Oversees and assists in the renovation and construction of exhibit areas at the Oregon Zoo. Participates in the creative process to help design and build naturalistic environments. Performs skilled and semi-skilled work in a variety of construction, renovation, and maintenance functions involving concrete, carpentry, welding, and painting trades.

Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: [www.metro-region.org](http://www.metro-region.org) AA/EEO Employer



### Clark County, Washington Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.  
**Office Assistant I**  
\$9.71 - \$12.40/hr DOQ  
Job information, applications, and Benefits information are available from:  
Clark County Human Resources 1013 Franklin St. Vancouver WA  
Job Hotline: (360) 397-6018  
TDD: (360) 397-6032  
[www.co.clark.wa.us](http://www.co.clark.wa.us)  
Equal Opportunity Employer

### Business Opportunity/ Franchise

Printing/Coping/Graphic Franchise; Owner Retiring!! No Exp. Nec. Turnkey Operation. Low Invest. W/Finan. Avail. (800) 645-3006

## Employment



Employment Opportunities  
Clark County, Washington is an equal opportunity employer seeking qualified candidates to fill current temporary openings for our Department of Public Works Road & Park Maintenance divisions. These positions are employed through a Temporary staffing agency, but will be Assigned to Clark County. Duties include Traffic flagging, general labor and maintenance duties during peak season. Entry level pay rate begins at \$8.02 per hour. Candidates with a flagger's certificate & experience, who are assigned to flagging and/or difficult road maintenance positions, may receive pay between \$8.02-\$12.38 per hour. Salary rate will be determined upon hire. Detailed info & applications are available @ Clark County Human Resources, PO Box 5000, 1013 Franklin St. Vancouver, WA. 98666-5000. Job Hotline (360) 397-6018; TDD (360) 397-6032; [www.co.clark.wa.us](http://www.co.clark.wa.us). Equal Opportunity Employer

### Accounting

#### Accountant

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 recruiting an Accountant to join our diverse Accounting/Finance team.

Job duties include: process accounts payable, general ledger, daily deposit preparation, bank reconciliation, and other banking duties.

Requirements: Business or Accounting degree or 2 years college education with 2 years accounting experience and strong spreadsheet skills. Grant accounting experience helpful. Normal hiring range \$17,700-\$32,155.

Send a cover letter and resume to CareOregon-HR-Actg., 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-1462. 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.

### Computer

#### System Applications Trainer

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are recruiting for a System Applications Trainer, who will provide training and technical support to all users of internal systems applications. Essential duties of this position include: Organize and conduct training sessions to small and large system user groups; resolve system applications problems; serve as a liaison between the IS team and internal and external customers on system issues and requests; set up user access to internal systems and research, coordinate, and complete special projects as required. Three to five years experience in health claims systems training or any work experience and/or training that would likely provide the ability to perform the essential functions of the position.

Hiring range \$34,452-\$45,993 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS 522 SW 5th Ave., Suite 200, Portland, OR 97204, or you may fax it to (503) 416-1462. Equal Opportunity Employer

### Nursing

#### Care Coordinator Nurse

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).

This position will include a wide range of case management and utilization review responsibilities. A key focus will be on addressing special care needs of our members.

The most qualified candidate will have a valid Oregon RN license, experience in case/utilization management, a minimum of 3 years of clinical experience, strong oral and written communication skills, and experience working with diverse populations. Valid driver's license required. Experience in public health is strongly preferred. Salary negotiable. Full and Part Time positions available.

Send a cover letter and resume to CareOregon-HR-CC., 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-1462. 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.

### Customer Service

#### Claims Specialist

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are recruiting for a Claims Specialist, who will respond to telephone and written inquiries regarding claims and provider issues from members, providers, agencies, vendors and physician staff. Provide feedback and resolution in a timely manner. Essential duties of this position include: Delivering direct customer service to all CareOregon members, clinics, OMAP providers, as well as out of state providers and other non-OMAP plans; acting as first point of contact for claims appeal from providers and members; resolving claims in accordance with CareOregon claims appeals procedures; researching member and provider claim appeals for payment, eligibility, authorization and errors, or other discrepancies.

Two years experience in medical claims adjudication or health insurance customer service; or any work experience and/or training that would likely provide the ability to perform the essential functions of the position.

Hiring range \$24,177 to \$32,276 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS, 522 SW 5th Ave., Suite 200, Portland, OR



### HARDWARE/SOFTWARE TECHNICIAN

Join the IT team at Leatherman Tool Group, Inc., a growing manufacturer of quality compact tools. Install, maintain, and troubleshoot hardware/software in PC Windows NT/Win95 client/server in TCP/IP network environment. Req 2 yrs PC hardware/software technical exp. Req experience with MS Outlook and Office programs. We offer excellent benefits package, competitive wages, and a friendly work environment. Pre-employment drug and alcohol screening required. EEOE. Please mail resume to

**LEATHERMAN TOOL GROUP, INC.**  
P.O. Box 20595  
Portland, OR 97294-0595