

Staff Committee

1/014

MULTNOMAH COUNTY CHARTER REVIEW COMMISSION

Job Description: Administrative Secretary

Function: To provide administrative and secretarial support to the Commission.  
Responsibilities will include:

1. Arrange meeting locations and logistics, send notices of all meetings, prepare and distribute minutes of all Commission meetings.
2. Write publicity releases and collect news clippings of Commission activities.
3. Maintain all Commission records and provide copies to Commissioners of necessary data.
4. Handle all normal office functions.
5. Perform research as required.

Skills:

1. Type .60 wpm with one error.
2. Take accurate notes.
3. Compose letters.
4. Prepare press releases.
5. Work without supervision and meet deadlines.
6. Ability to research, analyze and summarize complex issues.
7. Ability to acquire office supplies and equipment as needed.
8. Ability to communicate positively with the public.

Relationships:

1. Commission members.
2. Local government officials.
3. General public.

RAGEN & ROBERTS  
LAWYERS  
3317 FIRST NATIONAL BANK TOWER  
PORTLAND, OREGON 97201

TELEPHONE 226-3317  
AREA CODE 503

RONALD K. RAGEN  
RICHARD D. ROBERTS  
LEWIS M. KING  
DOUGLAS R. COURSON  
D. CHARLES MAURITZ  
CHRIS L. MULLMANN  
VICTORIA SHORT BAUM

January 27, 1978

Vern Pearson, Vice President  
United States National Bank of Oregon  
309 S.W. Sixth  
Portland, Oregon 97204

Dear Vern:

You have requested that we provide you with information about our firm, my background and our fee proposal for your consideration in determining counsel for the Multnomah County Charter Review Committee.

Our firm originated on October 1, 1976, when six attorneys withdrew from the firm of Rankin, Ragen, Roberts, Samson & Gallagher to form the firm of Ragen & Roberts.

As we discussed, I was a Deputy District Attorney in the Civil Department of Multnomah County from 1965 to 1968; County Counsel for Washington County in 1969 and 1970; and in private practice since January, 1971.

While with the former firm, I had the primary responsibility from approximately 1972 through 1975 of serving as counsel to the Board of County Commissioners of Multnomah County relating to matters of Charter interpretation and legislative drafting. I have also served on the Charter Review Committee for Washington County and have offered advice and testimony to the City-County Charter Commission.

Our existing firm retains an emphasis in the area of municipal law and the issuance of municipal bond opinions.

We would be pleased to act as counsel at an hourly fee of \$50 an hour with an anticipated total fee not to exceed \$3,000 without further express consent of the Committee. We would anticipate that services would include the following: review minutes of Committee meetings to identify specific legal issues; appear and testify before the Committee as requested; draft specific amendment language as requested; and provide such other related services as requested.

We would be pleased to meet with your Committee or provide such other information as you may request.

Very truly yours,

RAGEN & ROBERTS

  
Richard D. Roberts

RDR:alt

JULIE KELLER GOTTLIEB

Date of Birth  
13 February 1948

Health: Excellent

Permanent Address:  
11555 S. W. Riverwood Road  
Portland, Oregon 97219

Home: 636-3868  
Office: 227-6564

EDUCATION

University of Washington, Seattle - BA 1970 in Political Science  
Certification for Teaching, State of Washington

EXPERIENCE

1970 - May to March 1973 - Special Assistant to U. S. Senator Mark O. Hatfield,  
Washington, D. C.

Duties - Began as receptionist, advanced to public relations and  
press secretary - Legislative responsibility, Health, Education,  
Welfare, including staff work, Select Committee on Equal Educational  
Opportunity - Complete responsibility U. S. military academy nominations -  
Case work and Special Assistant in Field Office, Salem, Oregon.

1973 - September to present - Partner, S. H. Mallicoat & Associates

Projects - Assistant Coordinator, Concerned Citizens, City-County  
Consolidation. Fund Raising, Oregon 4-H Club Foundation. Research:  
"Power Shortage Contingency Program," submitted to Department of  
Interior, Washington, D. C., Leon Jourolmon, principal investigator.

Lobbyist, Oregon Filbert Commission, Tigard, Oregon, Don Duncan,  
Executive Secretary, working primarily in Washington, D.C. to implement  
federal marketing order for domestic and imported filbert nuts.  
Consultant, School District Number 1, Office of Intergovernmental  
Relations, Charles Clemans, Director, including work on grants,  
government relations, drafting newsletter.

Partner in firm, including duties as office manager and bookkeeper.

PERSONAL

Husband - Ira L. Gottlieb, Attorney at Law; one child b. November 24, 1976.

Activities - City Club of Portland, Chairman, Standing Committee on Education,  
Research Board, 1976-77, Committee on Solid Waste Disposal; Citizens Advisory  
Committee to Portland City Council on Solid Waste Disposal; Tri County Local  
Government Commission.

REFERENCES

Senator Mark O. Hatfield, U.S. Senate, Washington, D. C.  
Lloyd E. Anderson, Director, Port of Portland, Portland, Oregon  
Yvonne Franklin, House Education and Labor Committee, Washington, D. C.  
Charles Clemans, Office of Intergovernmental Relations, Portland Public Schools

-- others furnished upon request --