

Owner pleased with changes

Secretarial business kept growing

Carol Scott, owner of Sandy Secretarial Service, said living and working in Sandy has been an ideal situation for her.

Scott said she enjoys living in Sandy and her job puts her in contact with a wide variety of people.

The secretarial service answers the phones for 35 local businesses.

When Scott first started working there, they were answering phones for four businesses.

"I read a lot of paperbacks that first year or so," she said. "Boy, I don't do that anymore."

She said the business has enjoyed steady growth.

Sandy Secretarial Service was started by Vicki Turra in 1978. The following year Scott joined her as a partner.

The two had a "great working relationship," Scott said, but in recent years they had been looking for a change.

That change occurred when Turra took a job with the city of Gresham. Scott purchased Turra's share of the business on Oct. 1.

"It was the right move at the right time," said Scott. "The opportunity for Vicki in Gresham was terrific." Scott said she is also pleased with the change.

The business, located at 39261 Proctor Blvd., offers a variety of services in addition to answering telephones when business people are out of the office.

They offer secretarial services when a person's regular secretary is on vacation, or they can help out if a business finds itself temporarily overloaded.

They do all kinds of word processing, including resumes, term papers, wills and deeds.

Scott also does accounts receivable, accounts payable, payroll and other bookkeeping.

The business has two copying machines, and it is not uncommon for them to make 3,500 copies a month.

The business also is a clearinghouse of information, serving as headquarters for the Sandy Area Chamber of Commerce.



Sandy Secretarial Service is a clearinghouse of information. Carol Scott writes the chamber newsletter, has tourism information and operates an answering service.

Scott has dressed up the chamber's newsletter, and says

which is open from 8 a.m. to 5 p.m., Monday through Friday.

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people would be amazed if they knew the amount of tourism information she sends out.

Scott and another part-time employee operate the business,

When Scott isn't at work, she keeps busy contributing to her church's newsletter or enjoying her family.

Her husband, Frank, is a data

processing supervisor for the David Douglas School District. They have four children.

Business owners who use the answering service are used to talking to Scott both when they call for messages and when they call other business people.

It is only natural to wonder, then, if all those phone lines ever get busy at once.

"The worst it's ever been," Scott said, "I had six phones ringing at one time. I had receivers laying all over the desk."

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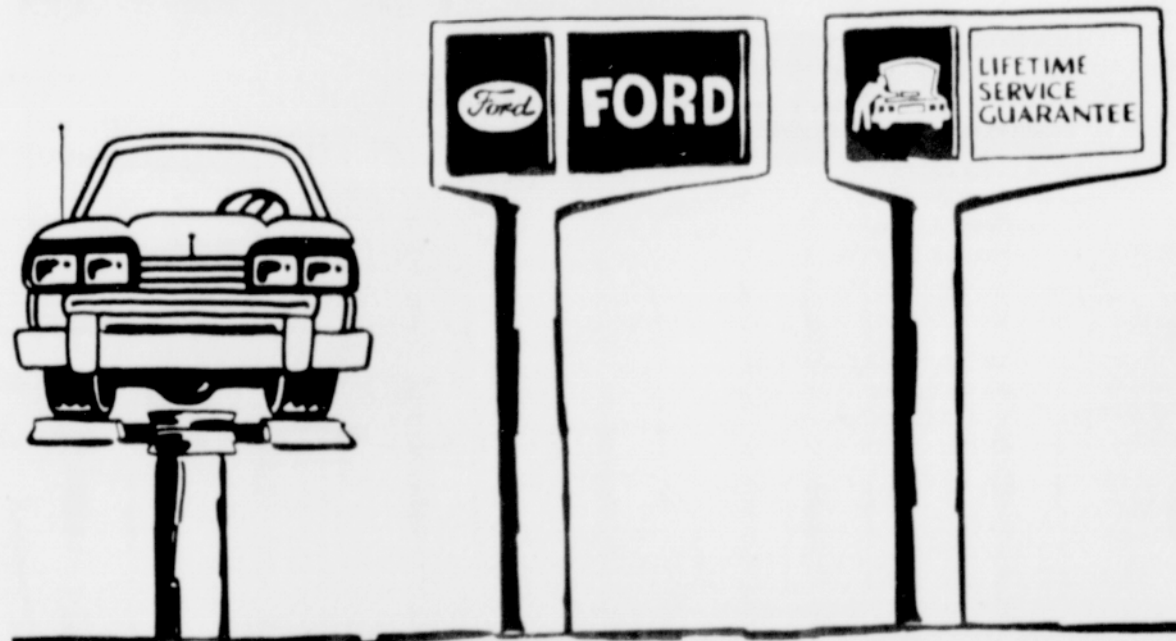
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