

PROFESSIONAL SERVICES DIRECTORY

Phone 288-0033 — To Place Your Ad

Ad Rates: 5 Lines - 1 Week — \$7.50 4 Weeks — \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

<p>AUTO CARE James Car Wash & Detailing Shop 2415 N.E. Alberta St. Portland, Oregon 97211 287-9321</p>	<p>P.J.'s Beauty & Barber Supply <i>'We've just added a new 2 chair salon Open to the Public'</i> 231 N. Lombard • Suite 200 289-0205</p>	<p>LICENSED CHILD CARE My home, St. Johns area. Fenced playyard. Mon.-Fri. 286-4990</p>	<p>CONTRACTING-GENERAL Silco Construction Co. 8614 N. Crawford Portland, Oregon 97203 286-8155</p>	<p>JEWELRY REPAIR National Gold & Silver <i>14K Gold & Sterling Silver Jewelry</i> 620 S.W. Broadway Portland, Oregon 97205 248-2156 Bruce McKay - Graduate Gemologist</p>	<p>RESTAURANT BESAW'S <i>'There is a great place to eat'</i> 2301 N.W. Savier 288-3764 Open 24 Hours</p>
<p>BEAUTY / BARBER SUPPLIES Mrs. C's Wigs Wholesale & Retail <i>Beautician & Student Discounts</i> (Betty Cabine, Proprietor) Tues.-Sat. 11:30 a.m.-6:00 p.m. 707 N.E. Fremont • Portland 281-6525</p>	<p>CATERING D'Jon Enterprise <i>Reasonable rates for large or small groups. Please call evenings between 4 p.m. - 8 p.m. in Portland</i> 281-9703</p>	<p>CHURCH ORGANIZATION Bethel A.M.E. Church 5828 N.E. 8th Ave. Portland, Oregon 97211 285-9583</p>	<p>Dale Ramsey Construction P.O. Box 1082 Corvallis, Oregon 97339 (503) 753-2012</p>	<p>LOCKSMITHS Walnut Park Lock & Key 533 N.E. Killingsworth Portland, Oregon 288-6338</p>	<p>Cleo's <i>Ethnic Cuisine Southern Style</i> 3041 N. Williams • Portland 284-7150</p>
		<p>CLASSES / TRAINING NURSING New CNA Class Starts Sept. 6, 1988 Lloyd Center Area Portland, OR Marilynn White, R.N., Training Director 287-0066</p>	<p>FASHION CONSULTANTS Debonaire Production <i>Fashion Consultants</i> P.O. Box 12088 Portland, Oregon 97212 284-7188</p>	<p>Mayas Tacqueria Fresh Home Cooked Mexican Food 1000 S.W. Morrison on 10th 226-1946</p>	

JOBS & CLASSIFIED ADVERTISING

<p>AIRPORT INFORMATION SPECIALIST (Part-Time) The Port of Portland has an opening at Portland International Airport for a part-time Airport Information Specialist to operate the Airport Information Booth, perform page receptionist duties, provide the traveling public with information on a variety of subjects, and handle other customer service duties. Preferred qualifications include the ability to communicate effectively, orally and in writing, with a wide variety of groups and individuals. Applicants must be available to work any days, including weekends, between 6:00 a.m. and 11:00 p.m. If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 12th Floor, by 5:00 p.m., Friday, August 19th. The Port of is an Equal Opportunity Employer</p>	<p>INSURANCE BLUE CROSS AND BLUE SHIELD OF OREGON Blue Cross & Blue Shield of Oregon is currently accepting applications for the following position: SERVICE REPRESENTATIVE - Medford Office Blue Cross & Blue Shield of Oregon is currently seeking a Service Representative for the Marketing Department in Medford, Oregon. This position works closely with agents, brokers & accounts for the purpose of assuring business development, account retention, and provide sales-related information. The incumbent will perform auditing functions according to underwriting regulations, and be comfortable giving group presentations. The qualified candidate will have a college degree in a related field, or equivalent work experience. Additionally, 3 years experience in insurance sales and/or service, plus demonstrated excellent oral communication skills. The incumbent must maintain an Oregon insurance license and have a working knowledge of the personal computer. Experience & qualifications will govern salary range of \$2,086 - \$2,608/month + incentives. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salaries. Flex-time work hours available. For additional information on job openings please call our Job Information Number of 225-5402, or apply in person to: Blue Cross and Blue Shield of Oregon Human Resources Dept., 5th Flr. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>SECRETARY ADMINISTRATIVE SECRETARY School Improvement Program NW Regional Educational Lab The School Improvement Program assists schools, school districts & states in using goal-based management processes & effective schooling practices for school improvement purposes. The Secretary is responsible to the Program Director and will provide assistance to Program staff. Duties including typing correspondence & reports, entering information on a micro-computer using data-based management programs, using microcomputer graphics & word processing programs to prepare a variety of written materials, assisting with conference & travel arrangements, and maintaining files. QUALIFICATIONS: Include minimum one (1) year general secretarial experience, experience using microcomputers & word processing equipment, including graphics programs (prefer Wang, Macintosh and/or IBM compatibles), type 60 wpm with accuracy, excellent spelling, grammar & punctuation skills, experience maintaining files, good communication & interpersonal skills & professional presence. Salary: \$14,505 - \$15,505 per annum — plus excellent benefits. Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Monday Aug. 22, 1988, in letter, indicate you are applying for the above position. Apply to Personnel Dept. Northwest Regional Educational Laboratory 101 S.W. Main St., Suite 500 Portland, OR 97204 Equal Opportunity Employer</p>	<p>ENGINEERING PROJECT ENGINEER II, CIVIL The Port of Portland is recruiting a Project Engineer (Civil), for its Design Division, Engineering Services Department. This is a full-time position responsible for providing civil engineering design, technical, and administrative skills of varying degrees of scope and complexity, under the direction of the Engineering Manager. Preferred qualifications include: • Degree in Civil Engineering. • Registration as Professional Engineer. • Broad-based Civil Engineering knowledge and skills. • Strong survey and field experience. • Previous design and project engineering experience as a Professional Engineer demonstrating ability to function independently and take responsible charge for design jobs and related design teams. • Ability to perform effectively as a member of design teams headed by others. • Demonstrated ability to have good written and oral communication skills and to work on several concurrent activities. • Must have or be able to obtain a valid Oregon or Washington driver's license upon hire, and meet Port driving standards. • Typical incumbent will have minimum of two years at the Project Engineer I level. In addition to an excellent benefit package the starting salary is \$34,100 - \$46,100, commensurate with experience. If interested and qualified, apply in person at the Port of Portland Employment Office, 12th Floor, 700 N.E. Multnomah or call 231-5000, extension 700 for further information. All applications must be received by 5:00 p.m., Friday, August 26, 1988. The Port is an Equal Opportunity Employer/ Women & Minorities are encouraged to apply</p>	<p>INSURANCE SAIF Corporation Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions: DATA BASE ADMINISTRATOR \$2,647 MINIMUM CORPORATE HEADQUARTERS SALEM, OREGON The individual in this position will support the corporation's objectives and information Resource Management plans. Applicants must have a minimum of three (3) years working experience in Data Base Administration. Required skills include conversion of logical model into physical; implementation/support of a physical data base with continued performance monitoring. DB2 experience preferable; CSP/CICS experience desirable. LOSS CONTROL CONSULTANT \$1,707 MINIMUM SALEM BRANCH OFFICE The individual in this position will provide safety and health services to assigned policyholder accounts. Applicants must have a four year college degree in safety or related field, i.e., science or management. This position requires two years full time experience in the area of Loss Control and service work or equivalency. Applicants should also possess excellent communication skills, be versed in safety matters and be familiar with the workers' compensation system. A valid Oregon driver's license is required. ACTUARY - TRAINEE \$1,707 MINIMUM CORPORATE HEADQUARTERS SALEM, OREGON The individual selected for this position will be responsible for preparing estimates for inclusion in SAIF's financial statements including quarterly reserve analysis; prepare reports of aggregate financial data; direct and control the award reserve recomputation process; revise, update and create divisional policies and procedures; and undertake a course of study working toward completion of examinations for membership in the Casualty Actuarial Society. Applications must have a Bachelor's degree in math, statistics, economics or actuarial science. Computer programming experience and experience in the workers' compensation system is desirable.</p>	<p>PUBLIC WORKS DIRECTOR FOR THE CITY OF STAYTON, OREGON We are looking for an individual with strong management skills to join the City's administrative team. If you understand municipal finances and budgeting, are able to analyze and resolve problems in leadership, planning, management, and maintenance, if you work well with individuals at all levels of employment and enjoy working with and for the public, we would like to hear from you. Salary range is \$27,000 to \$30,000, depending upon experience. Bachelor's degree in civil engineering, business administration, and/or closely related fields is required. Minimum of five years progressively responsible experience in the full scope of municipal public works functions, including supervisory responsibility, or any satisfactory combination of experience and training. Please send letter of interest, resume, and three letters of reference to the City Administrator, CITY OF STAYTON, 362 N. Third Avenue, Stayton, Oregon 97383. Closing date is September 20. RECEPTIONIST Permanent part-time position to handle busy phone lines for legal services office. Prior work with low-income community preferred. Good clerical and communication skills required. Salary depends on experience. Minimum two (2) years experience required. Send resume to: Atten.: Carla Mustell Legal Aid Service 310 S.W. 4th Ave., Suite 900 Portland, OR 97204 Application Deadline: 8/29/88 Equal Opportunity Employer</p>
<p>BOOKING COORDINATOR PERFORMING ARTS CENTER Salary: \$21,693-\$26,261/monthly We're looking for a tactful person with good communication skills to provide booking services for the Portland Center for the Performing Arts. You will schedule events in the facilities (new theatre bldg., Civic Auditorium, Arlene Schnitzer Hall), be the initial contact person for promoters & users to determine their requirements & explain policies & procedures & give cost estimates. You will supervise contract preparation & coordinate related correspondence. High school diploma or GED is required; college degree is preferred in Business or Liberal Arts. We prefer experience or familiarity with the live entertainment industry, including actual booking & scheduling. You should have experience in general office work. You must be willing to be CPR certified. APPLY IN PERSON to the Personnel Office at the Coliseum, 1401 N. Wheeler, Aug. 15-19, 8:30 a.m. - 5:00 p.m. An Equal Opportunity/ Affirmative Action Employer</p>	<p>MULTNOMAH COUNTY DUII COMMUNITY PROGRAM COORDINATOR Salary: \$11.69/hourly Coordinates program for persons convicted of driving under the influence of intoxicants; requires one year of program planning, development, evaluation or agency monitoring experience in the areas of alcohol or drug abuse or criminal justice programs; apply by August 26, 1988. PC SUPPORT TECHNICIAN Salary: \$10.92/hourly Provides consultation and support for IBM and Wang PC users; evaluates hardware and software procurement; conducts user training classes; manages PC inventory; requires one year of experience with IBM-compatible PC's and PC/MS DOS, including knowledge of data base, spreadsheet utility and word processing products; experience in rBase, dBase III and Lotus 1-2-3, Panlink and Wang PC's is desirable; apply by August 26, 1988. WHERE TO APPLY: Multnomah County Employee Services, Room 1430 1120 S.W. Fifth Avenue Portland, OR 97204 An Equal Opportunity Employer</p>	<p>TRANSIT PLANNER Requires: BA or BS degree in transportation, urban planning or related field with five (5) years experience in public transportation as a planner; experience in grant applications, UMTA section 15 reporting, and 504 plan compliance; knowledge of computer applications; skills in data collections, research and technical analysis for transit service utilization; knowledge of transit marketing practices. Excellent oral and written communication skills. Ability to work in non-smoking environment. Must have valid driver's license and pass pre-employment physical. Salary range: \$2,272 - \$3,074/mo. Resume to: Personnel Manager, C-TRAN P.O. Box 2529 Vancouver, WA 98668-2529 Closes with selection of candidate. Equal Opportunity Employer/ M/F/H</p>	<p>ORGANIST Woodlawn United Methodist Church is currently seeking an Organist. The organist would be expected to accompany the choir and the congregation in its music ministry. Salary is negotiable. Please contact Pastor Luther Sturtevant, 1425 N.E. Dekum, or call 289-0284 or 286-0059 for more information. NIKE CASHIER/ STORE CLERK Beaverton Employee Store Leading athletic company seeks experienced retail clerks (Full-Time & Part-Time) to perform: customer service, shipping/receiving, stocking, cashiering. Prefer previous retail, ability to work well as a team, punctual, willingness to work afternoons/weekends. We offer a competitive salary and an excellent benefits package to full-time employees. If you are qualified and would like to be considered for this position, please send resume complete with salary history to Personnel, 3900 S.W. Murray Blvd., Beaverton, OR 97005. (NO PHONE CALLS PLEASE). Equal Opportunity Employer</p>	<p>ACTUARY - TRAINEE \$1,707 MINIMUM CORPORATE HEADQUARTERS SALEM, OREGON The individual selected for this position will be responsible for preparing estimates for inclusion in SAIF's financial statements including quarterly reserve analysis; prepare reports of aggregate financial data; direct and control the award reserve recomputation process; revise, update and create divisional policies and procedures; and undertake a course of study working toward completion of examinations for membership in the Casualty Actuarial Society. Applications must have a Bachelor's degree in math, statistics, economics or actuarial science. Computer programming experience and experience in the workers' compensation system is desirable. We offer an excellent benefit program. To be considered for these positions, you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5:00 p.m., August 18th, 1988 to request your applicant packet. No resumes, please. Equal Opportunity Employer</p>	<p>RECEPTIONIST Responsible for greeting patient, general clerical duties; typing, patient billing and collections. Assist with coordination of volunteer program and fundraising activities. Requires previous receptionist and general experience, good typing skills, excellent communication and organizational skills. Medical terminology a must and ability to work in a high activity environment with busy telephones. Salary to \$1,000. a month. RESOURCE DEVELOPMENT PROJECT COORDINATOR Responsible for coordination of volunteer program and fund development efforts, to include staff/volunteer supervision, fundraising, grant writing. Requires two (2) years related experience in a health care environment; demonstrate ability to work independently and strong organizational skills. College level course work in business preferred. Salary to \$1,333. a month. Mail cover letter, resume to: N O C P H C NURSE PRACTITIONER COMMUNITY HEALTH CLINIC 5311 N. Vancouver Avenue Portland, Oregon 97217 Application Deadline: August 27, 1988 Equal Opportunity Employer</p>
<p>DATA PROCESSING SYSTEM OPERATOR 2 For the Oregon Legislative Information System of the Legislative Administration Committee. Position operates automated equipment and systems used in processing legislative applications, installs and maintains software and hardware, investigates and resolves problems and trains employees in use of systems and software packages. Experience installing, testing and maintaining computer hardware and software required. Salary range \$1,267 - \$1,574 per month. Position beginning in Sept. 1988 and ending soon after the close of the 1989 regular session. A Legislative Administration Committee application is required. Application materials must be received by 5 p.m., Aug. 30, 1988. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310. (503) 378-8530. Equal Opportunity Employer \$60.00 PER HUNDRED Remailing letters from home! Details, send self-addressed, stamped envelope. Associates Box 309-T Colonia, NJ 07067</p>	<p>CRUISE SHIPS — Now Hiring! — Summer & Career opportunities. Excellent pay. World Travel! Call (Refundable) 1-518-459-3535, Ext. P6061A. Equal Opportunity Employer</p>	<p>GROCERY plaid pantry am pm OPPORTUNITIES ARE JUST BEGINNING AT Plaid Pantry/AM PM. We are recruiting enthusiastic people to share our success and help us grow. We offer full and part-time positions with opportunities for fast advancement, wage increases and benefits. Get your career started today by applying at any Plaid Pantry/AM PM store near you. Equal Opportunity Employer</p>	<p>TYPISTS Hundreds weekly at home! Write: P.O. Box 16, Clark, NJ 07066</p>	<p>PORTLAND OBSERVER <i>'The Eyes and Ears of the Community'</i> 288-0033</p>	<p>D'JON ENTERPRISE — Reasonable Rates — Large or Small EVENINGS BETWEEN 4:00 P.M. - 8:00 P.M. 281-9703</p>