

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 We've just added a new 2 chair salon Open to the Public 231 N. Lombard • Suite 200 289-0205</p>	<p>CHILD CARE LICENSED CHILD CARE My Home St. Johns Area Fenced Playyard Monday thru Friday 286-4990</p>	<p>CONTRACTING-GENERAL Silco Construction Co. 8614 N. Crawford Portland, Oregon 97203 286-8155 Dale Ramsey Construction P.O. Box 1082 Corvallis, Oregon 97339 (503) 753-2012</p>	<p>JEWELRY REPAIR National Gold & Silver 14K Gold & Sterling Silver Jewelry 620 S.W. Broadway Portland, Oregon 97205 248-2156 Bruce McKay - Graduate Gemologist LOCKSMITHS</p>	<p>RESTAURANT BESAW'S There is a great place to eat 2301 N.W. Savier 288-3764 Open 24 Hours Cleo's Ethnic Cuisine Southern Style 3041 N. Williams • Portland 284-7150</p>
<p>BEAUTY/BARBER SUPPLIES Mrs. C's Wigs Wholesale & Retail Beautician & Student Discounts (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 Reasonable rates for large or small groups. Please call evenings between 4 p.m. - 8 p.m. in Portland 281-9703</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 Fashion Consultants P.O. Box 12088 Portland, Oregon 97212 284-7188</p>	<p>Walnut Park Lock & Key 533 N.E. Killingsworth Portland, Oregon 288-6338</p>	<p>Mayas Tacqueria Fresh Home Cooked Mexican Food 1000 S.W. Morrison on 10th 226-1946</p>

JOBS & CLASSIFIED ADVERTISING

PORTLAND COMM. COLLEGE
TRAINER
First Consumer National Bank
(Temporary)
Bachelor's degree + 3 years experience working in customer service & credit/collections within the credit card or consumer service industry required. Employee training experience required. Start ASAP. The trainer will be hired by Portland Community College thru a grant from the Oregon Economic Development Dept. Closing date: 8/30/88.

COORDINATOR OF MARKETING & CURRICULUM DEVELOPMENT/ICEHCP
(Temporary thru 6/30/89)
Portland Community College
Master's degree in Nursing with emphasis on surgical or psychiatric nursing required. Coursework in business administration or marketing preferred. 4 years experience working in the health field including public relations, marketing and/or education experience required. Closing date: 9/15/88. Contact PCC Staff Employment for application materials, (503) 273-2823.

An Affirmative Action/
Equal Opportunity Employer

BANKING
OREGON BANK
We have exciting career opportunities for individuals committed to the highest level of client service. For a listing of our available positions call our 24-hr. Job Opportunity Line:
(503) 796-3878

Or visit our Personnel Dept. at 1001 S.W. 5th Ave., 2nd Floor, Portland, OR 97204. Applicant hours: 9 a.m. - 1 p.m.
Equal Opportunity Employer

CLINICAL RECORD SUPERVISOR
CODA, Inc. seeks RRA or ART for clinical records supervisor position. Responsibilities include establishing & implementing policies regarding the content & use of clinical records, designing & developing clinical forms, qualitative & quantitative analysis of records, providing staff training & supervision, processing legal documents, and generating statistical reports. Salary range: \$1,300-\$1,527/mo. Closing date: Sept. 8, 1988.

APPOINTMENTS CLERK
CODA, Inc. seeks qualified applicants for appointments clerk. Responsibilities include: scheduling appointments for out-patient programs, filing clinical record information, typing, recording class registration information, and tracking attendance of clients served. Type 50 wpm. Salary range: \$871-\$1,154/mo. Closing date: Sept. 8, 1988.

Applications and screening questions are available at:
CODA, Inc.
210 N.E. 20th
Portland, OR 97232
An Affirmative Action/
Equal Opportunity Employer

CRUISE SHIPS
— Now Hiring! —
Summer & Career opportunities. Excellent pay. World Travel! Call (Refundable) 1-518-459-3535, Ext. P6061A.

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
288-0033

SECRETARY
EXECUTIVE SECRETARY
Literacy & Language Program
NW Regional Educational Lab
The Executive Secretary works with the Program Director & staff to plan & prioritize tasks which include preparation of budgets, monitor expenditures, prepare program financial reports, initiate paperwork for proposals, coordinate production of documents and/or reports, develop computerized databases, maintain project files, and review staff travel arrangements & claims. The Secretary also supervises other program support staff.

QUALIFICATIONS: include 3 years recent secretarial experience with similar responsibilities, type 60 wpm with accuracy, word processing experience (prefer MS Word and/or Wang), experience with micro-computer software programs such as Spreadsheet, Database & Telecommunications packages, experience maintaining filing & documentation system, able to organize work, set priorities, and work with minimum supervision. Demonstrable skills in proofreading, spelling, grammar & punctuation, strong interpersonal skills & professional presence.

SALARY: \$16,099-\$17,099 per annum - plus excellent benefits.
Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Friday, Aug. 26, 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

YOUTH SERVICES PLANNER
To provide staff support to Portland metro area task force planning services for 'at-risk' young women. Meeting facilitation, research, writing, public education activities. Master's degree or B.A. degree + equivalent experience; experience in youth work, professional writing skills required, 1 year position. \$700-\$750/mo, 18 hours/wk, 14% flex. fringe.

Send resume to:
Tri-County Youth Services Consortium
2000 S.W. 1st, Suite 100
Portland, OR 97201
Closes August 29, 1988
Equal Opportunity Employer

RECEPTIONIST
(Temporary)
3 Months Full-Time Position
Legal Aid Office seeks quick learner to handle heavy telephone work, Oct.-Dec. Prior work with low-income community preferred. Good clerical and communication skills required. Minimum 1 year experience required. Salary depends on experience. Send resume to: Carla Mustell.

Legal Aid Service
310 S.W. 4th Ave.
Suite 900
Portland, OR 97204
Closing Date: 9/2/88
Equal Opportunity Employer



Consider a career in the Health Care Industry with a Fortune 500 Company.

ENGINEER ELECTRONIC
This position requires a 2+ years BSEE excited about the design and optimization of medical & other electromechanical equipment. Must have good working knowledge of analog and digital circuitry and experience with servomechanisms, electromechanical devices, testing and microprocessor development desirable.

The successful candidate enjoys being involved in a variety of projects related to product reliability & optimization and will be able to interface with manufacturing, quality control, research & development and customers.

DESIGNER MECHANICAL
A world wide supplier of medical & other electro-mechanical equipment has an opportunity in the design of complex hydro-mechanical assemblies. Responsibilities include layouts, detail drawings, assembly drawings and design analyses. Follows design thru modeling, design qualification and in-production. Must have 3+ years experience. CAD background desirable.

We offer an exciting team environment, competitive salary and benefits. Send resume and salary history to:
Mechanical Designer or Electronic Engineer
13520 S.E. Pheasant Cr.
Portland, OR 97222
An Affirmative Action/
Equal Opportunity Employer

YOUTH PROGRAM SPECIALISTS
(2 Positions)
N.E. YWCA

Coordinate and provide after-school/summer activities for school age children 6-14. 1-2 years experience working with youth, and an AA in human services. Counseling experience desirable. Ability to work with individuals from diverse cultural backgrounds. Knowledge of community resources; ability to work positively with parents, school personnel, volunteers, and agencies. Strong communication skills, and some experience in program planning and supervision. Valid driver's license.

Two part-time positions. Salary: \$6.50-\$7.00/hourly.
Application may be obtained from the:

N.E. YWCA
5630 N.E. Union
Portland, OR 97211
Closing Date:
Friday, Sept. 9, 1988
Equal Opportunity Employer

INSURANCE
BLUE CROSS AND BLUE SHIELD OF OREGON
Blue Cross & Blue Shield of Oregon is currently accepting applications for the following position.

MEDICAL CLAIMS ANALYST
Your knowledge of medical terminology, ICD-CPT coding, CRT Skills, and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst.
Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please apply or send resume to:

Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

MENTAL HEALTH COUNSELOR
Full-time counselor, MSW and experience working with call clients. Send resume by 8/31/88 to:
CCMH
6329 N.E. Union Ave.
Portland, OR 97211

MENTAL HEALTH INTAKE COORDINATOR
For Day Treatment/Residential Treatment Center and Group Home for emotionally/behaviorally disturbed boys and girls ages 6-14.
Master's degree with good assessment skills and ability to work well with community referral sources desirable. Excellent fringe benefits. Salary depends on experience. Send resume to:
Edgefield Children's Center, Inc.
Attn: Joan Schweizer-Hoff
2401 S.W. Halsey St.
Troutdale, OR 97060-1097
Equal Opportunity Employer

RECREATIONAL COORDINATOR I
Do you have experience organizing, directing and leading recreational activities for senior citizens? Job opening for Recreation Coordinator I - \$8,210-\$9,819/hr. at Salem Area Senior Center. Must be knowledgeable of senior recreation/leisure/social service programs; strong ability to solve problems; remain firm on policy; physical ability to move furniture and possess valid O.D.L. Closes 9-9-88. Apply:
City of Salem
Personnel Dept.
Room 225
555 Liberty S.E.,
Salem, OR 97301
Equal Opportunity Employer

MILITARY
ARMY NATIONAL GUARD
As a member of the Army National Guard, select a guaranteed part-time job, paid skill training, college tuition assistance, HS/GED completion program, and more.
Call Marlene or Clint at 280-6007 for details.

TYPISTS
Hundreds weekly at home!
Write:
P.O. Box 16, Clark, NJ 07066

ATTORNEY
STAFF ATTORNEY I
Oregon Supreme Court
Salary: \$2,590-\$3,326/monthly
Requires ability to perform comprehensive legal research and to write clearly and concisely. Requires superior knowledge of correct English usage, spelling, grammar, and punctuation; knowledge of functions and procedure of appellate courts, 2 years of professional post-law degree experience required. Outstanding academic achievement in law school may be substituted for a maximum of 1 year of required experience. Requires graduation from an accredited law school and either membership in the Bar of Oregon or another state, or intent to seek admission to the Oregon State Bar at the first opportunity.

STAFF ATTORNEY II
Oregon Supreme Court
Salary: \$3,068-\$3,965/monthly
Limited duration position funded through 6/30/89; permanent funding pending legislative approval)

Requires ability to perform complex and comprehensive legal research and analysis; superior knowledge of correct English usage, spelling, grammar, and punctuation; knowledge of functions and procedure of appellate courts. Requires not less than 2 years of increasingly responsible experience in practice of law and possession of a degree from an accredited law school. Preference will be given to applicants with appellate court experience and/or law review editorial experience.
To obtain application, contact Marilyn Bauer, Supreme Court Building, Salem, OR 97310. 378-6026. Applications must be postmarked by 9/2/88.

An Affirmative Action/
Equal Opportunity Employer

PROGRAM EXECUTIVE A
Interstate Unit Supervisor
— Current Opening —
State of Oregon Employment Division in the benefits Cost Center.

Located in Salem - \$1,918 to \$2,452 monthly plus liberal fringe benefits including fully paid family health and dental insurance and fully paid retirement.

The person in this position will be in management service and excluded from the collective bargaining unit. You must have 2 (two) years of steadily increasing responsibility in supervision or staff level work in a technical function related to management in addition, you must have a Bachelor's degree or 3 (three) or more years of experience that would be beneficial in performing the duties of this position.
For recruiting announcement and required state application. Call (503) 378-3253. Application must be returned to:

State Employment Division
Personnel & Training Unit
875 Union St., N.E.
Salem, Oregon 97311
by 5:00 p.m., September 14, 1988
An Affirmative Action/
Equal Opportunity Employer

\$60.00 PER HUNDRED
Remailing letters from home!
Details, send self-addressed, stamped envelope.
Associates
Box 309-T
Colonia, NJ 07067

INSURANCE
SAIF Corporation
Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:

LOSS CONTROL CONSULTANT
\$1,707 MINIMUM
BAKER 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. Applicant 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.

EXAMINER
\$1,707 MINIMUM
SALEM BRANCH OFFICE

The individual in this position will manage and process an assigned number of disability time loss claims insuring that compensation and medical bills will be reviewed and payment authorized when appropriate.

Applicants must have two years college and one year of claims adjusting experience; organization and procedures; ability to exercise judgment in applying procedures; to communicate effectively; and to evaluate technical, medical and industrial information. Workers' compensation insurance claims examiner experience preferred.

SR. ACCOUNT REPRESENTATIVE
\$1,883 MINIMUM
BEND DISTRICT OFFICE

In this position you will be responsible for sales, retention of insurance, and provision of insurance consultative service to insureds.

Applicants must have a four year college degree or comparable work experience; ability to handle the computation explanation of cost factors associated with workers' compensation insurance; and strong public relations and communication skills. Applicants must possess or have the ability to obtain an Oregon General Lines Insurance License.

We offer an excellent benefits program. To be considered for these position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., August 25, 1988 to request your applicant packet. No resumes please.
Equal Opportunity Employer

COUNSELING
BE A SHELTER HOME

Homes needed for runaway teenagers for short term stay. For more information.

Call Evelyn Johnson at 222-9661

The Boys & Girls Aid Society

MANICURIST NEEDED
New nail salon in N.E. metro area. 6 openings. No experience necessary. Commission only.
Call 281-5966 281-5728