

# 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.)

## AUTO REPAIR



**Eddie's**  
Auto Repairs  
625 N.E. Killingsworth  
Portland, Oregon  
281-7591

## BEAUTY / BARBER SUPPLIES

**ja'bell's**

Beauty & Barber Supplies

(Retail & Wholesale)

Manager - Horace T. Johnson  
Cosmetology Consultant - Sandra Bell

5832 N.E. Union Avenue  
Portland, Oregon 97211  
(503) 281-6393

Open: Mon. thru Sat. 9 a.m. - 6 p.m.

## CHILD CARE

**LICENSED CHILD CARE**

My Home

St. Johns Area

Fenced Playyard

Monday through Friday

286-4990

## CHURCH ORGANIZATION

**Bethel A.M.E. Church**  
5828 N.E. 8th Ave.  
Portland, Oregon 97211  
285-9583

## 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

## FASHION CONSULTANTS

**Debonaire Production**

Fashion Consultants  
P.O. Box 12088  
Portland, Oregon 97212  
284-7188

## LOCKSMITHS

**Walnut Park Lock & Key**

533 N.E. Killingsworth  
Portland, Oregon  
288-6338

## PRINTING

**Kinko's**  
Open 7 Days A Week  
1605 N.E. 7th  
Portland, Oregon 97212  
284-2129

## 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

**Mayas Tacqueria**

Fresh Home Cooked Mexican Food  
1000 S.W. Morrison on 10th  
226-1946

# JOBS & CLASSIFIED ADVERTISING

## BANKING

### CUSTOMER SERVICE OFFICER

PENDLETON BANKING OFFICE

We offer an excellent career opportunity for an individual with experience in bank operations & supervision. Qualified applicants must possess 7 years banking experience with 4 years as an Operations Officer, previous supervisory experience, strong commitment to quality client service, and excellent written & verbal communication skills.

We offer an excellent flexible benefits program, and a highly competitive salary commensurate with experience. Qualified applicants should submit their resume & salary requirements to:

#### Oregon Bank

Personnel Department  
1001 S.W. 5th Ave. • 2nd Floor  
Portland, Oregon 97208

APPLICANT HOURS:  
9 a.m.-1 p.m. Mon.-Fri.

For a listing of other available opportunities, please call our Job Opportunity Line at:  
(503) 796-3878

Equal Opportunity Employer

## DATA PROCESSING

Progressive energy and water utility seeks motivated and skilled information processing professionals to join our team.

### SYSTEMS ANALYST

Salary: \$2,708-\$3,302/Monthly

Assist users and technical staff with effective systems development through analyzing business processes, determining functional and performance requirements, developing specifications for complex automated systems and managing conversion and implementation efforts. Position will support Facilities Management Information Systems. Minimum qualifications: Four years analysis experience in business or utility industry with comprehensive on-line data base systems; four year degree with emphasis in business systems, information processing or a related field; six years experience plus continuing education or training may substitute for education provided specific skills are demonstrated. Valid driver's license required.

### PROGRAMMER

Salary: \$1,982-\$2,410/Monthly

Design, write, test and document complex computer programs. Assist programmer analysts with systems analysis and design. Position will support administrative and financial information systems. Qualifications: Two years programming in an IBM MVS environment or performing equivalent programming and design tasks related to the utility industry or completion of skill improvement as a Programmer Trainee; two or four year degree in Data Processing or related subject with significant course work in programming, analysis or design may be substituted for half the experience, provided specific skills are demonstrated. Valid driver's license required.

Submit resume to:

#### Eugene Water & Electric Board

P.O. Box 10148  
Eugene, Oregon 97440  
Attn.: Personnel

Position closes on Sept. 16, 1988  
5:00 p.m.

Equal Opportunity Employer

## EDUCATION

### COMMUNITY RESOURCE PROFESSIONALS

Portland Public Schools

Community Resource Professionals needed part-time for talented & gifted program. Areas of needs may include: video production, computers, life & physical science, philosophy, creative problem solving, archeology, and journalism. Experience working with elementary and/or middle school students necessary. Possible 2-19 hours per week from mid-October to June. \$15 per contact hour. Interested individuals must complete an application form and submit a current resume. Applications accepted through Sept. 16. For information call 280-6198. Apply Personnel Services, Blanchard Education Services Center, 501 N. Dixon.

An Affirmative Action/  
Equal Opportunity Employer

### EXECUTIVE ASSISTANT 2 PROGRAM ANALYST

Salary: \$2,094-\$2,656/Monthly  
Announcement #OC880603  
Excellent Benefit Packages

### ADULT AND FAMILY SERVICES DIVISION

State of Oregon, AFS is recruiting for an Executive Assistant 2, Program Analyst who will be located in the Income Maintenance section in the Central Office in Salem, Oregon. We are looking for applicants who have good oral and written communication and analytical skills.

**QUALIFICATIONS:** Three years of progressively responsible administrative experience or three years experience in a staff technical or professional function related to a program of Adult and Family Services. Your background must have afforded you the knowledge, skills and abilities identified in the examination questionnaire attached to the announcement.

**IN ADDITION** to the required experience listed above you must have a Bachelor's degree or three additional years of responsible experience.

**TO APPLY:** Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310, or any Employment office.

Follow the instructions on the announcement. Submit your State of Oregon Application (PD100) to Adult and Family Services, Personnel Services Section, 516 Public Service Bldg., Salem, Oregon 97310. Indicate the announcement number and title of the position applied for on the PD100 in the box provided.

Applications must be postmarked by September 22, 1988 to be accepted.

Equal Opportunity Employer

### FUNDRAISING

Salary: \$16,000-\$17,000/Yearly

Associate with McKenzie River Gathering Foundation. Entry level position. Learn grass-roots fundraising on-the-job. Work in Portland.

**QUALIFICATIONS:** Commitment to social change, strong interest in fundraising; good written, verbal & organizational skills. Closing: 10/1/88. 233-0271.

An Affirmative Action/  
Equal Opportunity Employer

### PORTLAND OBSERVER

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

## INSURANCE

### SAIF Corporation

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

#### ATTORNEY (2 POSITIONS)

PORTLAND BRANCH OFFICE

The individual in this position will work with contested workers' compensation claims, prepare cases for hearings and represent the organization in administrative hearings before the Workers' Compensation Board. Significant trial experience or administrative hearings experience required. Workers' compensation or insurance defense background preferred. Applicants must be a member of the Oregon State Bar.

#### CLERK TYPIST \$998 MINIMUM

PORTLAND BRANCH OFFICE

The individual in this position will type memos and correspondence, provide backup in paying medical bills and perform other related tasks as assigned.

Applicants must have successful clerical experience; ability to communicate well by phone; accurate typing skills and the ability to use a calculator. Proficient insurance or medical experience is helpful.

#### SR. ACCOUNT REPRESENTATIVE \$1,883 MINIMUM

PORTLAND BRANCH 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 positions you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., September 8, 1988 to request your applicant packet. No resumes please.

Equal Opportunity Employer

## PRINTING

### GRAPHICS SPECIALIST

This position performs typesetting, page layout and paste-up of company forms and publications. Excellent communication skills and 1-2 years experience on linotype, Compugraphic, Varityper or similar equipment. Previous design and graphic arts experience desired.

Apply in person 9 a.m. - 1 p.m. through Wednesday, Sept. 7, 1988, Third floor, Human Resources Office

### Standard Insurance Co.

Standard Plaza  
1100 S.W. 6th Ave.  
Portland, Oregon

Equal Opportunity Employer

### WRITER

(6 MO. TEMPORARY POSITION)

With State Welfare Agency to write and edit program eligibility policies. Salaried. Call Judy Porter at 378-3684. ext. 366 for more details. Open through 9/15/88.

Equal Opportunity Employer

## INSURANCE

### BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:

#### PSYCHIATRIC REVIEW COORDINATOR

This position conducts psychiatric reviews including pre-certification, pre-authorization, & in-patient claim review; maintains utilization guidelines; established close working relations with provider & internal personnel; and assists with psychiatric and chemical abuse program review & policy modifications.

This position will require:

- Currently Oregon licensed RN.

- 3-5 years recent hospital or ambulatory psychiatric/substance abuse experience.

- Experience with hospital claims review and/or audit.
- Demonstrated ability to work in a fast-paced environment under high pressure conditions.

- A strong commitment to cost containment.

- Excellent interpersonal skills.

#### SECRETARY TO MANAGER

This position is responsible for statistical & correspondence typing, composition of letters/memos, and other secretarial projects as assigned by the manager of the National & Negotiated Department.

Technical skills include:

- 2 years word processing & general secretarial experience.
- Experience taking notes by using shorthand.
- Background in dictating equipment.
- 60 wpm typing.
- Demonstrated strength in English grammar, spelling & letter composition a must.

Interpersonal skills include:

- Flexibility including ability to handle a wide variety of tasks within defined time frames.
- Effective interaction & communication with both public & fellow employees.

#### MEDICAL CLAIMS ANALYSTS

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. Positions will begin October 3.

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, Oregon 97201

Equal Opportunity Employer

## MENTAL HEALTH

### FAMILY THERAPIST

Full-Time

Full-Time Family Therapist with MSW and prior experience with S.E.D. adolescents. Send resume by 9/13/88 to:

#### CCMH

6329 N.E. Union Ave.  
Portland, OR 97211

Attn.: Personnel  
Equal Opportunity Employer

## PLANNER

### SENIOR TRANSPORTATION PLANNER

Thurston Regional Planning Council (TRPC) is the Council of Governments for the jurisdictions within Thurston County. TRPC does land use, environmental, transportation & other planning programs. TRPC is the state-designated Metropolitan Planning Organization (MPO) for transportation planning. Current transportation programs include metropolitan transportation systems planning (including preparation of the Transportation Improvement Program, data base management, travel forecasting, transit planning & grant administration) rail transportation planning, review of development projects & special studies.

Thurston County has a metropolitan area pop. of 90,000 with total population of 150,000. The County is located at the south end of Puget Sound, 60 miles south of Seattle.

This is a highly responsible position with project management responsibilities for transportation systems planning & Administration. Major components of this position include policy development & analysis & transportation modeling. Experience with MicroTRIPS, UTPS, EMME/2, T-Model or other travel forecasting models, is required. This position also involves overseeing transportation consultants & participating in environmental (SEPA) review for development projects. Other desirable experience includes transit, bicycle, pedestrian & special transportation studies.

Currently the transportation program is staffed by this planner only. Due to growing interest & increasing demands on the transportation system, we anticipate expansion of the program in the future.

This position requires a Master's degree in Transportation Planning, Urban Planning, Civil Engineering or a related field & 3 to 5 relevant years experience (or equivalent).

Applicants should possess a strong sense of serving the public interest; ability to establish & maintain effective relationships with a variety of people including rural & urban constituents, special interest groups, elected officials & staff from numerous agencies; excellent communication skills; thorough knowledge of microcomputers; knowledge of & experience with public participation processes; & ability to develop, implement, monitor & evaluate work programs & budgets to achieve timely, quality results.

Call (206) 786-5480 for an application form & information packet.

#### TRPC

2000 Lakeridge Dr. SW  
Olympia, WA 98502.

Salary Range: \$2,435 to \$3,286/Monthly. Starting salary, DOQ.

Completed Applications Due: September 15, 1988. Equal Opportunity Employer.

#### TRUCK DRIVERS

NEEDED IMMEDIATELY!

Best pay and benefits program in the industry. Start at 23 cents per mile with regular increases to 27 cents. Minimum of 2,100 miles per week guaranteed. 23 years old with 1 year OTR experience. Good record required. Inexperienced? Ask about J.B. Hunt approved driving schools. Financial assistance available. Call J.B. Hunt - 1-(800) 643-3311.

## UTILITIES INSPECTOR (Pollution Control)

Salary: \$10,667-\$12,598/Hourly

Technical inspection of industrial, commercial and residential sewer accounts; enforcing codes, ordinances and permit requirements; tracing effluent discharges; monitoring cleanup of spills. Considered experience in pollution control. Inspection, sampling, testing, chemistry and bacteriology knowledge; possess written communication skills and valid ODL. Computer experience desired. Closes: 9/23/88.

APPLY:

#### City of Salem

Personnel Department  
555 Liberty St., SE  
Salem, Oregon 97301

Equal Opportunity Employer

## WASHINGTON COUNTY JOBS

### CLERK

Salary: \$1,141-\$1,387/Monthly

### ASSOCIATE CLERK

Salary: \$1,258-\$1,530/Monthly

### SECRETARY I

Salary: \$1,198-\$1,457/Monthly

### SECRETARY II

Salary: \$1,321-\$1,607/Monthly

### COMMUNITY HEALTH NURSE II

Salary: \$11.50-\$13.98/Hourly

### OFFICE SUPERVISOR

\$1,687-\$2,051/Monthly

Call (503) 648-8607 for information. County application forms required. Apply by Sept. 16, 1988 to Washington County Personnel.

Equal Opportunity Employer

## WORD PROCESSING SUPERVISOR

Computer Services Center

NW Regional Educational Lab

Salary: \$17,186-\$18,343/Yearly

Excellent Benefits & Work Environment

The Computer Services Center provides centralized Wang word processing and desktop publishing services to Lab programs. The Word Processing Supervisor manages this facility, provides training and technical assistance, builds programs for system usage and will work on desktop publications and other PC-based applications.

**QUALIFICATIONS:** Minimum of 2 years of Wang word processing experience on Wang VS system including advanced functions such as glossary and decision processing with mathpak, statistical table setup, dual columns, format and print. Able to type 70 WPM and accuracy. Must be able to organize work, set priorities, work with minimum supervision, and possess excellent communication and interpersonal skills. Experience with Ventura desktop publisher a plus.

Letter of application and resume must be received in the Personnel Office by 3 P.M. Wednesday 9/14/88. 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, Oregon 97204

Equal Opportunity Employer

## RNs and LPNs

60+ bed nursing home located in the coastal community of Seaside needs licensed nurses. Excellent starting salary, benefits, and educational programs. Contact Tom Ward: