

# 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.)

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

## AUTO REPAIR



**Eddie's  
Auto Repair**

Low Rates -  
While You Wait!

625 N.E. Killingsworth  
Portland, Oregon  
281-7591

## BEAUTY & BARBER SUPPLIES

**Look of Radiance**  
3512 N.E. 15th Street  
Portland, Oregon  
284-6345  
Nails Only • Hair Care Salon  
Beauty/Barber Supply • Free  
Delivery

## CONTRACTING-GENERAL

**Silco Construction Co.**  
8614 N. Crawford  
Portland, Oregon 97203  
286-8155

## BEAUTY/BARBER SUPPLIES

**ja'bell's**  
Beauty • Barber • Nails Supplies  
5832 N.E. Union Avenue  
Portland, Oregon 97211  
(503) 281-6393  
and  
5287 N. Lombard Street  
Portland, OR 97203  
(503) 283-6085  
Open: Mon. thru Sat. 9 a.m. - 6 p.m.

## BEAUTY SUPPLIES

**P & J's Beauty  
Salon & Supply**  
231 N. Lombard • Suite 200  
Portland, OR 97217 • 289-0205  
Styles by E.J. Bates  
Low Prices • Quality Service • Deliveries

## CONSTRUCTION

**Donald M. Drake  
Construction**  
226-3991

## FLORAL - SILKS

**Eartha's  
Floral Connection**  
517-1/2 N.E. Killingsworth  
Portland, Oregon 97211  
282-3875  
We Do Weddings • Funerals  
Made-To-Order • Custom-Made

## PRINTING

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

## INSURANCE

**Ernest Warren - Agent**  
Auto - Home - Life  
Health - Group

P.O. Box 12652  
1717 N.E. 19th  
Portland, OR 97212  
(503) 288-4513

# JOBS & CLASSIFIED ADVERTISING

## ACCOUNTING

### EDP AUDITOR

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently seeking an EDP Auditor for its Internal Audit Department. This position will assist in the planning of all audit engagements, perform financial audits involving all plan operations, and draft audit reports regarding audit findings and recommendations. Will also participate in systems development, review of existing systems, and audits of planned EDP functions.

Requirements for this position are:  
• Bachelor's degree in Business Administration, Accounting, or Information Systems.  
• 2 years experience in auditing and/or EDP at the Systems Analyst level.  
• Understanding of accounting, auditing, and control concepts.  
• Programming experience and familiarity with IBM personal computers, Focus, PC, DOS and Lotus 1-2-3.  
• CPA, CIA or CISA desired.

Position requires strong human relations and communications skills.  
Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary.

## INSURANCE

### SECTION 89 CONSULTANT

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Section 89 Consultant to work in the Marketing Department.

The Section 89 Consultant will analyze & interpret submitted data from client Employee Benefit Programs & report status according to the requirements of the applicable Internal Revenue Code section.

Requirements for the Section 89 Consultant are:

- Bachelor's degree in Math, Statistics, or relevant field or equivalent work experience.
- Knowledge of accounting, general business or compatible experience in insurance.
- Familiarity with pension & profit sharing terms & logic.
- Familiarity with section 125, flexible spending accounts & Cafeteria Plans.
- Some knowledge of computer language i.e. BASIC, Natural.
- Strong oral & written communication skills.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time 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

### WALK-A-THON COORDINATORS

Cascade AIDS Project has a 6 month salaried position available beginning April 1, 1989. Special event coordination experience required. Fund raising experience preferred. Submit resume by Feb. 17th to:

**From All Walks of Life**  
408 S.W. 2nd Ave. • Suite 412  
Portland, OR 97204  
No Phone Calls, Please. Women & Minorities encourage to apply.  
Equal Opportunity Employer

**PORTLAND OBSERVER**  
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## LONG-TERM CARE OMBUDSMAN

The State of Oregon is seeking a Long-Term Care Ombudsman for a position based in Salem, Oregon which includes statewide travel. Requires experience in the field of aging and health care and a background working with long-term care issues, health care providers, community groups, volunteer programs and management. Salary range \$28,560-\$36,432

To receive your announcement packet, contact Susan Bibelheimer, Recruitment and Career Services, Personnel & Labor Relations Division, 155 Cottage Street NE, Salem, OR 97310, (503) 378-3040. Applications must be received no later than 5:00pm March 17, 1989. Equal Opportunity/Affirmative Action Employer.

## STATE OF OREGON

### POLICE ASSISTANT I

The City of Gresham is accepting applications for Police Assistant I. Applicants must be able to work any shift, weekends and holidays. Requires 6 mos. clerical experience/training. Ability to preform typing & data entry and operate other office equipment. Work well under stress and communicate effectively well with the public.

Salary: \$1,238 - \$1,575 per month plus benefits. City application and supplement questionnaire required. Apply the City of Gresham, H R Division, 501 N.E. Hood, Suite 100, Gresham, Oregon 97030, (503) 669-2309.

Application material available at the City of Gresham Police Department, 24 Hours A Day. Application must be received no later than 5:00 p.m., Jan. 30th, 1989.

An Affirmative Action/  
Equal Opportunity Employer

### DISTRIBUTION SPECIALIST

Port of Portland has a current opening for a Distribution Specialist.

As the Distribution Specialist, your objective will be to: provide a rush-oriented pickup and delivery courier service; provide and maintain a service to Port departments in all locations to ensure proper mail handling and deliveries, as well as office supplies; provide routine maintenance and coordinate maintenance servicing to pool fleet vehicles; and provide on-call backup support for CBX operators.

Preferred qualifications include demonstrated knowledge of Portland metro area, prior experience with mailing equipment and must possess a valid Oregon or Washington driver's license and meet standards of Port driving policy.

Qualified applicants may apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by 5:00 p.m., Friday, January 20, 1989.

The Port of Portland is an  
Equal Opportunity Employer

### SALES

Must have minimum 4 years Media Sales experience. Send resume to:

**KXL Radio**  
P.O. Box 14957

Portland, Oregon 97214  
Equal Opportunity Employer

## 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:

Insert: Logo

### NURSE PRACTITIONER COMMUNITY HEALTH CLINIC

5311 N. Vancouver Avenue  
Portland, Oregon 97217

Application Deadline: August 27, 1988

Equal Opportunity Employer

## SECRETARY

Security Pacific Bank Oregon has an excellent opportunity available for a person with strong secretarial skills and a commitment to the highest level of client service. Position is responsible for providing secretarial and clerical support to the Financial Management department. Qualified applicants will have a minimum of two years secretarial experience, typing speed of 65-70 wpm, experience with word processing software (Samna preferred) and personal computer usage, excellent verbal and written communication skills, familiarity with 10-key adding machine, and dictation and transcribing skills.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer highly competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please apply in person at:

### Security Pacific Bank Oregon

Personnel Department  
1001 S.W. 5th Avenue  
Second Floor  
P.O. Box 3066  
Portland, OR 97204  
(503) 796-3878

### APPLICANT HOURS:

9 a.m.-1 p.m. Mon.-Fri.  
Equal Opportunity Employer

### COMMUNITY CORRECTIONS PROGRAM ASSISTANT

Full-Time • Salary: \$14,560/Annual  
Experience in case planning working with female ex-offenders.

Record keeping and community interaction.

Good verbal and written skills.

APPLY:

**YWCA**

1111 S.W. 10th Ave.  
No Resumes, Please  
Equal Opportunity Employer

Interested in becoming a Catholic or returning to the Catholic Church? Call Fr. Ted or Sis. Kathleen at St Andrew's Catholic Church 281-4429

## BANKING

### ADJUSTMENT CLERK

Part-Time • On-Call

This on-call position would be responsible for researching documents on large court cases when needed and occasionally may be asked to fill in for regular staff. Must have aptitude for looking items up on microfilm, processing photos of checks, assembling items to statements, and understanding how to read capture microfiche. Individual must be able to lift boxes weighing up to 25 pounds each.

### CAPTURE SERVICE TECHNICIAN

American Data has an excellent opportunity available for a 30-hour Capture Service Technician position in our Transit department. Position is responsible for the staging of incoming items for processing and operation of an automated item correction terminal. Prior banking experience and proof of transit experience is required. Must have good penmanship, be able to lift up to 30 pounds, 10-key by touch, and must be able to cope with deadlines during peak times in a noisy work environment. Hours: Monday-Friday 6:30 p.m. to finish.

We have an excellent flexible benefits program and highly competitive salary commensurate with experience.

### PROOF OPERATOR

Part-Time • On-Call

Now interviewing for on-call Proof Operator positions. Individuals should be able to accurately operate a single pocket proof machine at a minimum of 1,000 documents per hour. Six months recent proof experience preferred. Must have good penmanship and ten-key by touch required.

These positions are located on S.W. Macadam Avenue. We have an excellent flexible benefits program and highly competitive salary commensurate with experience.

### STATEMENT CLERKS

Part-Time • On-Call

Individuals needed to work the first week of each month and occasionally to fill in during the month for special projects. Must be able to lift trays weighing 15 pounds each, have a good aptitude for comparing numbers and names, and the ability to cope with adverse conditions at high volume periods.

Qualified applicants should submit their resume and salary information requirements to:

### American Data Services

Personnel Department  
1001 S.W. 5th Floor  
Second Floor  
P.O. Box 3066  
Portland, OR 97204  
(503) 796-3878

### APPLICANT HOURS:

9 a.m.-1 p.m. Mon.-Fri.

Equal Opportunity Employer

### MECHANIC I

Salary: \$9,121-\$11,083/Hourly  
Skilled journey-level position open with City of Salem. Will overhaul, rebuild, paint, repair body on diesel and gas fueled equipment. Journey-level mechanic experience; plus body repair and painting; weld and diagnose electrical, hydraulic and mechanical failures. Provide own tools; possess OR Cl. 3 or Chauff. license. Closes: 1-27-89. Apply: City of Salem, Pers., Rm. 225, 555 Liberty SE, Salem, OR 97301.

Equal Opportunity Employer

## MULTNOMAH COUNTY

### EXPO OPERATIONS WORKER I

\$8.54/Hourly

Performs custodial and a variety of semi-skilled maintenance tasks at the Multnomah County Fair and Exposition Center; requires one year of custodial and maintenance experience; apply by January 27, 1989.

### SANITARIAN

\$10.57/Hourly

Performs inspection work in promoting and maintaining required public health sanitation in the area of food service, recreation and housing sanitation, water quality control, on-site sewage disposal, and swimming pool sanitation; requires BS degree with 45 quarter hours of environmental science coursework and registration as a Sanitarian or Sanitarian Trainee by the State of Oregon Sanitarian's Registration Board; apply by January 27, 1989.

### PROGRAM DEVELOPMENT SPECIALIST AIDS Program

\$12.06/Hourly

This position will be responsible for organizing, convening and providing staff support to the Drug Abuse Treatment Network; requires one year of program planning, development or evaluation experience in the human services field, preferably in the area of drug abuse; apply by February 3, 1989.

**WHERE TO APPLY:** Multnomah County Employee Services, Room 1430, 1120 S.W. Fifth Avenue, Portland, OR 97204.

Equal Opportunity Employer

### PERSONNEL & RISK MANAGER

C-TRAN, a Public Transportation agency with bargaining groups, is seeking a Personnel & Risk Manager.

Requires:  
• BA degree and personnel administration or relative field. Coupled with 3 years experience and personnel functions plus knowledge of current employment laws.

• Responsible for performing the duties of worker's compensation claims, EEOC and HRC claims, employees benefits.

• Recruitment of personnel and development of an employee assistance program plus other traditional personnel task. Must be able to function in a non-smoking work environment, have a valid driver's license and pass a pre-employment physical.

Starting salary: \$2,200.72 to \$2,453.72  
Month depending on qualifications. Advancement and wages based on performance.

Mail resumes to:

### C-TRAN

P.O. Box 2529  
Vancouver, WA 98668-2529  
Closes with selections of candidates.

Equal Opportunity Employer  
M/S/H

### PRECIOUS STONES FOR SALE

#### Blue Star S

8.39 Carat  
Appraised at \$4,000.  
Our Price - \$950.00

#### 2.40 Carat Emerald

Excellent Quality & Color  
Beautiful Stone  
\$2,500

CALL 652-5840

## MENTAL HEALTH

### ON-CALL

### BACK-UP WORKERS

CODA INC. seeks qualified applicants for on-call Relief Workers for adult residential alcohol/drug programs. Variable shifts. Experience with residential or alcohol/drug clients preferred. \$5.48 Hr. Application and screening questions available 210 N.E. 20th Ave.

### COUNSELOR SUPERVISOR

CODA INC. seeks qualified applicants for Counseling Supervisor in methadone program. Responsibilities include clinical supervision/training of professional counselors; assisting the program manager in clinical aspects of a program providing treating services to opiate-addicted clients. Preferred candidates will have direct experience and knowledge of drug dependant women's issues. Graduate degree in health services required. Salary range \$1,644-\$2,222 per month plus excellent benefits. Applications and screening questions available at 210 N.E. 20th Ave.

An Affirmative Action/  
Equal Opportunity Employer

### RESIDENTIAL COUNSELOR

CODA INC. seeks qualified applicants for Counselor position at ALPHA HOUSE (a residential program). Responsibilities include providing diagnosis and treatment to a caseload of clients; conducting individual, group, and family counseling/therapy; management of caseload; monitoring residential activities; assisting with administrative tasks; and maintaining external contacts as assigned. Preferred candidates will have Bachelor's degree and direct experience working with substance abuse clients and/or residential treatment. Two swing and three day shifts. Application and screening questions available 210 N.E. 20th Ave., Closing date 1/25/89.

An Affirmative Action/  
Equal Opportunity Employer

## MACHINING

### NC MACHINIST

(Swing)

Job #89002

This position requires minimum five years machinist experience with additional three years NC and/or CNC experience.

### MACHINE OPERATOR

(Swing)

Job #89000

This position requires one year Machine Technology college work or minimum one year experience pre-setting tools for NC Machine.

Send resume, or apply in person Monday through Thursday, 8:00 a.m. to 4:00 p.m. Include appropriate job # on application.

**Electro Scientific Industries**  
Recruitment Administrator  
13900 N.W. Science Park Drive  
Portland, Oregon 97229  
Equal Opportunity Employer

### CONCRETE

### COMMERCIAL

### CONTRACTOR

### SLABS FOUNDATIONS

### PARKING AREAS

### DRIVEWAYS

### CALL 652-5840

### \$60.00 PER HUNDRED

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