

# PROFESSIONAL SERVICES DIRECTORY

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

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><b>APPLIANCES</b></p> <p><b>WASHERS &amp; DRYERS</b> \$100.00 and Up CALL 282-4911</p> <p>CALL THE GIRLS! FOR YOUR YARD! After 1:00 P.M. 289-9122 · 286-8493</p>	<p><b>BEAUTY &amp; BARBER SUPPLIES</b></p> <p><b>Look of Radiance</b> 3512 N.E. 15th Street Portland, Oregon 284-6345</p> <p>Nails Only • Hair Care Salon Beauty/Barber Supply • Free Delivery</p> <p><b>CONTRACTING-GENERAL</b></p> <p><b>Silco Construction Co.</b> 8614 N. Crawford Portland, Oregon 97203 286-8155</p>	<p><b>BEAUTY / BARBER SUPPLIES</b></p> <p><b>ja'bell's</b> Beauty • Barber • Nails Supplies</p> <p>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.</p>	<p><b>BEAUTY SUPPLIES</b></p> <p><b>P &amp; J's Beauty Salon &amp; Supply</b> 231 N. Lombard • Suite 200 Portland, OR 97217 • 289-0205</p> <p>Styles by E.J. Bates Low Prices - Quality Service - Deliveries</p> <p><b>CONSTRUCTION</b></p> <p><b>Donald M. Drake Construction</b> 226-3991</p>	<p><b>FLORAL - SILKS</b></p> <p><b>Eartha's Floral Connection</b> 517-1/2 N.E. Killingsworth Portland, Oregon 97211 282-3675</p> <p>We Do Weddings • Funerals Made-To-Order • Custom-Made</p> <p><b>PRINTING</b></p> <p><b>Kinko's</b> Open 7 Days A Week 1605 N.E. 7th Portland, Oregon 97212 284-2129</p>	<p><b>INSURANCE</b></p> <p><b>RENT WASHERS &amp; DRYERS</b></p> <p>Washer Dryer \$35 Per Month For The Set</p> <p>rental washer Co.</p> <p>This Coupon Good For: • \$15 OFF DELIVERY &amp; INSTALLATION FEE • *30 Delivery &amp; Installation Portland 231-7413 Vancouver 693-4000</p>
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# JOBS & CLASSIFIED ADVERTISING

<p><b>INSURANCE</b></p> <p><b>MEDICAL CLAIMS ANALYSTS</b></p> <p>Blue Cross &amp; Blue Shield of Oregon is currently accepting applications for a Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross &amp; Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:</p> <ul style="list-style-type: none"> <li>1 Year recent clerical work experience in a doctor's office or hospital setting.</li> <li>Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.</li> <li>ICD-9/CPT-4 coding</li> <li>A minimum of 6-12 months experience using a CRT in a production oriented environment.</li> <li>Fast, accurate use of a 10-key calculator.</li> <li>Previous, claims processing or insurance billing experience highly desirable.</li> <li>Position begins March 27, 1989.</li> <li>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:</li> </ul> <p><b>BLUE CROSS AND BLUE SHIELD OF OREGON</b> Human Resources Dept, 5th flr 100 SW Market Portland, OR 97201 Equal Opportunity Employer</p>	<p><b>INSURANCE EXAMINERS</b> \$1826-\$2264</p> <p>SAIF Corporation, Oregon's leading worker's compensation insurance carrier is seeking three medical only examiners for its Salem Branch Office. The individuals in these positions will manage and process an assigned number of medical only claims insuring that medical benefits are paid timely. Medical bills will be reviewed and payment authorized when appropriate.</p> <p>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. Worker's compensation insurance claims examiner experience preferred.</p> <p>We offer an excellent benefits program. To be considered for this position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., March 3, 1989 to request your applicant packet. No resumes please.</p> <p><b>SAIF Corporation</b> An Equal Opportunity Employer.</p>	<p><b>ADMINISTRATION FACILITIES MGMT ADMINISTRATOR</b> Oregon State Dept of General Services</p> <p>Salary: \$3192-\$4072/Mo. Deadline: 5pm Monday, March 20, 1989.</p> <p>Coordinates the acquisition, construction, leasing and Management of State office buildings, public lands, and other real property. Acts as liaison to the Capital Planning Commission and advises public policy makers on space utilization and land use implications of proposed development. You must have the equivalent of a BA degree and 6 yrs of steadily increasing Mgmt responsibility. Preference will be given to those with Management experience in building design, construction and maintenance or in land and site development or leasing. The State of Oregon is an Affirmative Action/Equal Opportunity Employer; women and minorities are strongly encouraged to apply. For a detailed announcement and application contact: Personnel Office, 1225 Ferry St., SE Salem, OR 97310. 503-378-4688</p>	<p><b>PERSONNEL SPECIALIST/COMPENSATION</b> \$2219-\$2749/mo \$26,628-\$32,988/yearly</p> <p>SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking a Personnel Specialist for its Personnel Division in Salem. The individual in this position will work as a generalist in a variety of areas: program development in compensation, incentive pay programs, job analysis and evaluation systems; conduct compensation surveys; review and assist in performance appraisal, salary administration and compensation contracts; assists in recruitment, employee relations, affirmative action and training and development.</p> <p>Applicants must have 3-5 years experience with corporate human resources and compensation policies. Requires excellent analytical, conceptual, research and diagnostic skills; possess personnel generalist skills in the area of compensation, recruitment, employee relations and affirmative action. Must display excellent communication skills, verbal, written and presentation and effective interpersonal relations. ACA certification desirable.</p> <p>We offer an excellent benefits program. To be considered for this position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., March 3, 1989 to request your applicant packet. No resumes please.</p> <p><b>SAIF Corporation</b> An Equal Opportunity Employer</p>	<p><b>ASSOCIATE PLANNER</b></p> <p>The Port of Portland has a challenging opportunity for an Associate Planner to provide assistance to the Senior Planners and Planning Manager in conducting all types of planning studies, provide support to other Port departments in their planning needs and work with other governmental planning agencies and citizens' groups to ensure that the Port's interests are well represented. Anticipated duties to include, but not limited to:</p> <ul style="list-style-type: none"> <li>o Manage short and medium range planning studies and projects.</li> <li>o Carry out, under minimal supervision: assembling and/or updating needed information, consolidating and analyzing data and policies, evaluating alternatives and determining the impact, recommending courses of action.</li> <li>o Prepare applications for conditional use permits, zone changes, street vacations, etc.</li> <li>o Prepare brief reports evaluating land use planning problems or opportunities.</li> <li>o Inventory and update information from various agencies and organizations which is relevant to Port planning activities.</li> <li>o Represent the Port at public meetings and before commissions, hearing bodies, etc.</li> </ul> <p>Preferred qualifications included:</p> <ul style="list-style-type: none"> <li>o At least two years of successful demonstrated experience in land use planning with exposure to industrial or commercial land development projects.</li> <li>o A graduate degree (or equivalent experience) in planning, landscape architecture, urban design, or related field.</li> <li>o Demonstrated experience in preparing graphic presentations or publication materials for land development activities. Such material may include site analysis drawings, site plans, etc..</li> <li>o Demonstrated ability to communicate effectively, both written and orally.</li> <li>o Demonstrated ability to work well in an interdisciplinary team framework.</li> <li>o Ability to work under minimal supervision.</li> </ul> <p>In addition to a comprehensive benefit package, the Port offers: tuition aid program, employer-paid medical, dental and vision insurance, and employer-paid membership in the Public Employees Retirement System. The Port offers a starting range of \$24,480 to \$33,000, commensurate with experience, and a full salary range of \$24,480 to \$40,180. To receive application materials, please call (503) 231-5000, extension 700, or apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th Floor, Suite 1411. All applications must be received no later than 5:00 p.m., Friday, March 3, 1989. Resumes will not be accepted in lieu of a Port of Portland application but may be included. The Port of Portland is an Equal Opportunity Employer</p>	<p><b>POLICE OFFICER</b> Portland International Airport</p> <p>The Port Of Portland has an immediate opening for a Police Officer to be responsible for the protection of life and property at the Port of Portland International Airport, to insure the convenience and well-being of the public while traveling through the airport facilities, and to respond to the needs of airport tenants in a prompt and professional manner.</p> <p>Qualified applicants should:</p> <ul style="list-style-type: none"> <li>- Be capable of learning to operate various equipment associated with police work (i.e. firearms, patrol car radios, camera, resuscitator, typewriter, teletype, etc.).</li> <li>- Have the ability to work on any shift, and be subject to possible standby in the event of emergencies.</li> <li>- Be in good physical condition and within acceptable height and weight limitations.</li> <li>- Be willing to attend training and in-service schools as assigned and be certified by BPST within one year of hire date as a condition of continued employment.</li> </ul> <p>Qualified applicants must also be at least 21 years of age, have U.S. citizenship and a high school diploma or GED (not waived).</p> <p>This position requires a combination of highly developed interpersonal and public relations skills and the ability to perform all aspects of police work. Candidates will be selected for interview on a competitive basis.</p> <p>In addition to its comprehensive benefits package, the Port offers tuition aid, employer-paid medical, dental and vision insurance, employer-paid membership in the Public Employees Retirement System and a starting salary of \$22,806 annually.</p> <p>If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor, Suite 1411, or call (503) 231-5000, extension 700 for complete application materials. Resumes will not be accepted in lieu of a Port of Portland application, but may be included. All application materials must be received by 5:00 p.m., Friday, March 3, 1989. Women and minorities are encouraged to apply.</p> <p>The Port of Portland is an Equal Opportunity Employer</p>
<p><b>PAYROLL</b></p> <p><b>PORTLAND PUBLIC SCHOOLS PAYROLL DEPARTMENT</b></p> <p><b>SENIOR CLERK III</b></p> <p>Typing, 10-key, PC exp, strong math skills req'd. Background in payroll preferred. Ability to interpret policies &amp; work independently. Willingness to adjust to extended work hrs. &amp; work in high pressure environment. Salary range \$15,785-\$20,212 based upon training &amp; exp. Excellent fringe benefits. Applications accepted thru Mar 2. Apply 501 N Dixon, Portland, OR. Equal Opportunity/Affirmative Action Employer</p> <p><b>Multnomah County Engineering Technician Aide</b></p> <p>\$10.53 per hour; performs basic engineering support work such as surveying, drafting, inspection or other tasks associated with public works projects; requires one year of college-level engineering related coursework and one year of related field or office experience; apply by March 10, 1989. <b>WHERE TO APPLY</b> Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204. "An Equal Opportunity Employer"</p>	<p><b>LOSS CONTROL CONSULTANT/SENIOR HIRING RANGE \$21,912-\$29,928</b></p> <p>SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking a Loss Control Consultant/Senior for its Pendleton District 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, engineering, science and or management. This position requires two years full time experience in the area of safety (loss control) service work or equivalency. 3-4 years experience required for the senior level. Applicants should also possess excellent communications skills, be versed in safety matters and be familiar with the workers' compensation system. A valid Oregon driver's license is required. We offer an excellent benefits program. To be considered for this position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., March 3, 1989 to request your applicant packet. No resumes please.</p> <p><b>SAIF Corporation</b> An Equal Opportunity Employer</p>	<p><b>SALES ACCOUNT EXECUTIVE</b></p> <p>Security Pacific Bank Oregon has an excellent opportunity for an individual to sell life insurance in a financial institution environment. Qualified candidates will be client service oriented with 2-3 years experience in life insurance sales. Requires self-motivation, excellent client service skills, and high energy level to help satisfy our clients financial needs. Life insurance license is also required. Experience in a bank or other financial institution is preferred. We offer an excellent flexible benefits program &amp; highly competitive salary plus commission. Qualified candidates should submit resume to:</p> <p><b>SECURITY PACIFIC BANK OREGON</b> Personnel Department 1001 SW 5th Avenue PO Box 3066 Second Floor Portland, OR 97208 (503) 796-3878 APPLICANT HOURS 9-1 p.m. Mon - Fri Equal Opportunity Employer</p>	<p><b>CITY OF WEST LINN Police Chief</b></p> <p>Population 14,023. Salary to \$3623 plus 3% deferred comp., salary negotiable DOQ. Member of City management team. Provides leadership to the Police Department while working in a team environment. Creates a work environment reflecting respect for individuals and encouraging creativity and professionalism. Minimum qualifications include: any combination of education and experience equivalent to a B.A./B.S. in related field plus five years progressively responsible experience in police services with three years in a senior level administrative position. Requires ability to present technical and persuasive oral and written communications. Must possess demonstrated interpersonal skills. Must possess a B.P.S.T. management certificate within one year of appointment. Send resume to: City of West Linn, 22825 Willamette Drive, West Linn, Oregon 97068. Closing date: March 31, 1989.</p>	<p><b>ACTIVIST FOR PORTLAND CENTRAL AMERICA SOLIDARITY COMMITTEE</b></p> <p>Organizing-Grant Writing-Night, Meetings-Public Speaking-Fluency in Spanish (desired). \$733-month. SEND LETTER OF INTEREST-WORK HISTORY TO: PCASC 3558 SE HAWTHORNE 97214, 236-7916 BY March 10th.</p>	<p><b>MENTAL HEALTH</b></p> <p>Delaunay Mental Health Center seeks a qualified person for drop-in socialization &amp; structured day treatment program. Involves leading &amp; charting daily group activities &amp; some care mgmt. Receives supervision from program coordinator. Min. qualifications: Bachelor's degree in mental health related field or 2 yrs education + 1 yr exper. in mental health. Competitive salary &amp; benefits.</p> <p><b>CASE MANAGER.</b> To provide services to chronically mentally ill persons. Knowledge of Social Security, Welfare, Housing, Rehab &amp; hospital systems required. Transportation necessary. Competitive salary &amp; benefits. This position dependent upon funding. Contact: Jack Pauley, MSW RCSI, Delaunay Mental Health Center, 5215 N. Lombard, Portland, OR 97217. Equal Opportunity Employer.</p>
<p><b>ADMINISTRATION</b></p> <p><b>EXECUTIVE ADMINISTRATIVE ASSISTANT</b></p> <p>Secretary to President and Managers. Requires accomplished secretarial skills. Media background, management skills, and some shorthand preferred. No phone calls. Resume to: Personnel Dept., KPDX-TV, 910 NE Union, Portland, OR 97232. An Equal Opportunity Employer</p> <p><b>\$60.00 PER HUNDRED</b> Remailing letters from home! Details, send self-addressed, stamped envelope. Associates, Box 309-T, Colonia, NJ 07067.</p>	<p><b>AUDITOR ASSISTANT AUDITOR</b></p> <p>Blue Cross &amp; Blue Shield of Oregon is currently accepting applications for an Assistant Auditor in the Medicare Reimbursement and Audit Department. Qualified applicant will perform desk review and field audits on Medicare Cost reports submitted by provider site requiring 1-2 weeks per month travel with audit team. Qualified candidate will have a college degree with major in accounting including audit course credits. Previous work in accounting or health care is desired. 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:</p> <p><b>BLUE CROSS AND BLUE SHIELD OF OREGON</b> Human Resources Dept, 5th flr 100 SW Market Portland, OR 97201 Equal Opportunity Employer</p>	<p><b>JOB ANNOUNCEMENT</b></p> <p><b>Position Title:</b> Training and Operations Coordinator. This person will work closely with the project director in development, implementation and coordination of TPIC N/NE job training center.</p> <p><b>Beginning Salary Range:</b> \$18,037 to \$22,546 plus excellent benefit package.</p> <p><b>Responsibilities:</b> Coordination of daily operations of N/NE Employment and Training of participants in life skills and job search techniques; testing; coordination of case management functions; curriculum development.</p> <p><b>Preferred Qualifications:</b> Bachelor's degree in counseling, sociology or closely related field preferred; three years work experience in employment and training, alternative adult education or social services with emphasis or service to minority and low income populations. Equivalent experience may be substituted for education.</p> <p><b>Closing Date:</b> 5 PM, Tuesday, March 7, 1989.</p> <p>Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, Oregon 97204 An Affirmative Action/Equal Opportunity Employer</p>	<p><b>WASHINGTON COUNTY JOBS</b></p> <p>Senior Budget Analyst \$2375-2888/mo. Residential Services Aide \$1387-1687/mo.</p> <p>Call (503) 648-8607 for information. County application forms req. Apply by March 24, 1989 to Washington County Personnel.</p> <p>An E.O.E.</p>	<p><b>NEED EXTRA MONEY OUTSTANDING OPPORTUNITY</b></p> <p>Dick Gregory Ambassador of C.C.I. nutrition products from Washington D.C. will be holding a meeting at Y.W.C.A. Sunday, February 19th at 2pm, 5630 N.E. Union Ave.</p> <p>If you need information call Judy Wilson (503) 643-3500 or Donnie James (503) 282-3675</p> <p><b>Interested in becoming A Catholic?</b> or returning to the Catholic Church? please call Fr. Ted or Sr. Kathleen at St. Andrew's Catholic Church (503) 281-4429.</p>	<p><b>REAL ESTATE/SALES</b></p> <p><b>REAL ESTATE WANTED</b></p> <p>Realtor/investor desires to purchase low-priced vacant lots and repairable houses in close-in Northeast and North Portland. All cash or your terms. Leave message at 286-7239.</p> <p><b>PORTLAND OBSERVER</b> "The Eyes and Ears of the Community" 288-0033</p>