

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.)

DONNIE JAMES
Men & Women's Fashion
"If you dare to be fashionable"
517 NE Killingsworth
Portland, Oregon 97211
Donnie Lewis
(503) 288-1721 James Williams

PRITCHETT'S
ELECTRICAL MAINTENANCE CO.
Specializing in:
Installation, Trouble Shooting and Repair of Electrical Appliances, Equipment & Light Fixtures
Licensed Bonded Insured
Corey Pritchett 3525 N.E. Rodney
287-9617 Portland, OR 97212

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.

Bill Kelley's Upholstery
28 years experience
Quality work, Fair prices
Furniture, auto, & boats
2403 NE Alberta,
Portland, OR
281-1786

FLORAL - SILKS
Eartha's
Floral Connection
517-1/2 N.E. Killingsworth
Portland, Oregon 97211
282-3675
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

RENT
WASHERS & DRYERS
This Coupon Good For
\$15 OFF
DELIVERY &
INSTALLATION FEE
30 Delivery & Installation
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

CAREER IN TAX ADMINISTRATION

The Oregon Dept. of Revenue is taking applications for Tax Auditor Trainee, the entry level position of a career-oriented program. Req. Bachelor's degree with 30 qtr. hours accounting or 3 yrs. professional accounting experience (or Combination). Based in Salem. For required application contact (503) 378-3384.
EQUAL OPPORTUNITY EMPLOYER

DATA PROCESSING SYSTEMS ANALYST

For the Oregon Legislative information System (OLIS), of the Oregon Legislative Assembly. Participates in design and development of automated systems for text processing, data processing and office automation support to the legislature. Migrating from Executive Department shared MVS environment to local IBM 4381 running VM. Development software: SQL/DS, QMF, AS, CSP, COBOL, STAIR/CMS. Text processing software: Displaywrite 370, IBM Publishing Solutions Master Series, DCF. Experience with COBOL, CSP or other procedural languages required. Experience with relational data bases desired. Salary range \$2,199-\$2,808 per month. Application materials must be received by 5PM, August 23, 1989. For exam questions and application contact Personnel Services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310. (503) 378-8530.
Equal Opportunity Employer.

SECRETARY, GIFTED & TALENTED/ CURRICULUM (210 days year)

To perform secretarial, clerical, record keeping accounting and class scheduling duties for the Gifted and Talented and other assigned specialists
SALARY \$9.40/hr
Appl. Deadline: 08/18/89 by 2PM
Call 255-1841 Ext. 207 for Multnomah Education Service District application form and additional information.
An Equal Opportunity Employer.

Vista Volunteers Wanted
Approximately \$466.00/MTH

Volunteers will assist in social service agency, Participating in screening and fundraising projects.
Send Resume To:
P.O. Box 11124
Portland, OR 97211

WASHINGTON COUNTY JOBS

Mental Health Counselor 2: \$12.31-\$14.97/hr.
Women's Health Care Nurse Practitioner: \$13.19-\$16.02/hr.
Call (503) 648-8607 for information. County application forms req. Apply by August 18, 1989 to Washington County Personnel.
An E.O.E.

MANICURE BOOTH

For Rent
Contact
517 N.E. Killingsworth
Please Come in
after 12 Noon

Portland Opera AI'DA CASTING CALL

25 African-American men and women and 30 Caucasian men needed to fill nonspeaking (super) parts in Verdi's opera AIDA.
No experience is necessary. Volunteer positions, require 8-10 weekends and evening rehearsals and 4 evening performances between 11 September and 7 October.
Drop by the Portland Opera, 1516 S.W. Alder for the casting call, Sunday, August 13, between 3-5 p.m. or phone the Portland Opera at 241-1407.

CLERICAL DISTRIBUTION SPECIALIST

For the Facility services Unit of the Legislative Administration Committee. Position oversees distribution of legislative materials, issues supplies, receives payments, and assists with mail processing. Clerical experience which includes data entry and detailed record keeping and experience supervising or coordinating clerical staff performing production work required. Salary range \$1441-1809 per month. A legislative administration committee application is required. Application materials must be received by 5PM, August 25, 1989. Contact Personnel Services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310. (503) 378-8530.
Equal Opportunity Employer.

Multnomah County

Human Services Technician - Russian Interpreter - \$7.95 per hour; provides Russian interpretation to non-English speaking patients at County health clinics and performs various clinic aid duties; apply by August 18, 1989.

Case Management Supervisor - \$23,657 - 30,735 annually; responsibilities include direct supervision of case management activities, participation in program administration and liaison with service providers; requires the equivalent of a BS in social services or related field and two years of increasingly responsible case management with elderly or disabled clients, psychosocial/medical issues pertaining to this population, assessment/planning skills and the ability to supervise staff are required; apply by August 15, 1989.

Administrative Assistant - \$22,049 - 28,689 annually; provides office management and administrative support to the Director of the Aging Services Division; duties include coordinating communications, maintaining calendar and scheduling meetings, conferences, and travel, tracking issues and preparing briefings and assisting in the development of budgets and program planning documents; apply by August 18, 1989.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.
"An Equal Opportunity Employer"

MAILING

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

I & R SPECIALIST

Full time position providing services to inquirers including assessment of needs, giving information and making referrals to appropriate resources. Individual must have high school education or equivalent plus minimum of one year experience dealing with community human service delivery systems and resources. Ability to communicate well on the telephone and in person with a large number and variety of people. Proven ability to organize information efficiently, to deal tactfully and sensitively with people and to handle confidential information appropriately. Salary \$15,000 plus excellent benefits. Send resume by August 11 to:
Carolyn Lewis
United Way of the Columbia-Willamette
718 W. Burnside
Portland, Oregon 97209
228-9131/892-3600
Equal Opportunity Employer

FIREFIGHTER \$1913-\$2654/MONTH

The City of Vancouver, Washington, is seeking motivated and qualified applicants for a career as a professional Firefighter. Applicants must be US citizens, at least 20 years of age on September 13, 1989, and high school graduates or hold a GED. Eligible candidates will take a battery of exams, including a written test, oral board interview, physical abilities test, psychological evaluation, and medical examination. Interested persons are encouraged to submit the required Civil Service Commission application to the Citizens Service Center, 210 East 13th Street, PO Box 1995, Vancouver, WA 98668-1995, no later than 4:30 p.m. August 30, 1989. For more information, contact Tracey, (206) 696-8142.

Assistant Director Oregon State Library

Talking Book and Brail Services Responsibilities include, Management of daily operations of the Library. Masters degree in Library Science, Two years prof. library exp. required.
Monthly salary;
*Current \$1809-\$2306; October 1, 1989 \$1872-\$2386;
*January 1, 1990 \$2513-\$3527 (Pending Legislative Authorization). For application, contact **Personnel Office, Oregon State Library, Salem, Oregon 97310-0640** or call **503-378-4243**. Position open until sufficient applications are received.

COUNSELING PLACEMENT SPECIALIST

Provide vocational & educational placement assistance to disadvantaged youth ages 16-24. Must possess strong skills in communication, case mgmt, public relations, and program development. Back ground in counseling & youth work preferred. BA or equiv exp required. Personal computer aptitude a must. Competitive salary & benefits.
Send resume by **Tue Aug 15th** to: Robert Baker, Project Director, NAI/Job Corps Admissions & Placement Agency, 520 SW 6th Ave, Suite 1225, Portland OR 97204.

INSURANCE CUSTOMER SERVICE FULL & PART TIME

Blue Cross and Blue Shield of Oregon is currently accepting applications for full time and part time Customer Service Representatives in their Customer Service Department.

This position is responsible for in depth knowledge of all aspects of blue Cross & Blue Shield of Oregon business. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form.

Qualified applicants will be able to work autonomously in fast paced environment, and must have demonstrated excellent attendance in previous employment.

Other requirements include:

- 1 year work experience in insurance industry
- 6 months experience in customer relations
- Medical/dental terminology
- Organizational skills
- CRT experience & ability to type 40 wpm
- Procedural codes helpful

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, competitive salary and flex time work hours. **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

HEALTH CARE HOME HEALTH CARE SPECIALIST

This position conducts home health, hospice, and skilled nursing facility reviews, including precertification, preauthorization, and claim review; maintains utilization guidelines; establishes close working relations with providers and internal personnel.

- This position will require:
- Currently OR licensed RN
 - 3-5 years home health exper
 - Ability to work in a fast-paced environment under high pressure conditions
 - A strong commitment to cost containment
 - Excellent oral and written communication skills
 - Excellent interpersonal skills

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OFFICE MANAGER

Youth-serving, non profit agency needs out-going, friendly, professional person to answer phones, manage counselors schedules, greet public. Good organizational & communication skills. Salary \$1000-\$1200 mo. Resume to: 5311 SE Powell Blvd, Ptd 97206.
Equal Opportunity Employer

INSURANCE ASSISTANT ACTUARY

Blue Cross & Blue Shield of Oregon is accepting applications for an Assistant Actuary. Responsibilities include calculation of pending unreported claims liability, rate preparation & corporate statistical reporting. Knowledge/exp on programming mainframe & microcomputers is necessary. Prior use of SAS, Easytrieve, COBOL, or BASIC a plus.

College degree in Mathematics, Statistics or Quantitative Analysis required. Equivalent experience in health care field or research may be acceptable.

Ability to communicate effectively both orally & writing is crucial. Strong time management skills & ability to work under pressure are also nec.

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100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

BUILDING CODES SPECIALIST

Salary Range: \$2011-\$2489/mo

Position provides customer assistance on building code and other development-related issues. The person in this position will assist large numbers of customers daily in the City's Permit and Information Center. Must possess excellent customer relations skills as well as a thorough knowledge of building code requirements and the principles of building construction. **CLOSING DATE: August 25, 1989.** Obtain application and supplemental questionnaire at City of Eugene, **Human Resource & Risk Services, 777 Pearl Street, Room 101, Eugene, Oregon 97401.**
AA/EOE.

PERMIT SPECIALIST (Engineering)

Salary Range: \$1477 - \$2004/mo
Two Year Position

Provides direct research and technical support to existing Engineering staff at the Permit and Information Center. Duties will consist of gathering and organizing technical information related to civil engineering review of development permit applications. Supplemental experience or training in civil engineering, surveying, mapping, or clerical/technical support in civil engineering environment is desirable. Demonstrated customer relations skills is required. **CLOSING DATE: August 18, 1989.** Obtain application and supplemental questionnaire at Human Resource & Risk Services, City of Eugene, 777 Pearl Street, Room 101, Eugene, Oregon 97401.
EOE/AA.

Production

Line work local food company needs a **meat processing worker** in a cool, wet environment. Lift up to 80 lbs regularly. Starts at \$5 per hour. Call Jerry at 257-9824

PRODUCTION NEW CONTRACTS MORE JOBS

Gunderson Inc., a leader in the railcar manufacturing and marine equipment industries, is hiring for the following positions:

EQUIPMENT OPERATOR
We are interviewing crane operators, lift truck operators and/or anyone with significant heavy equipment operating experience. Qualifications include good driving record, the ability to pass a competency test and the ability to pass a drug/alcohol test.

HELPERS
These are entry level positions in all areas of our operation. Positions are available in machine operation, equipment operation, painting, warehousing and maintenance departments. Qualifications include: good work ethic, desire to learn a trade, good mechanical aptitude and the ability to pass a drug/alcohol test.

PAINTERS
Prior airless/conventional/electrostatic painting experience in an industrial or commercial setting. You must be able to pass a drug/alcohol & competency test.

WELDERS
Qualified on FCAW welding who desire stable employment in a merit shop. You must be able to pass a 3F & 4F test with an all-position wire and a drug/alcohol test.

TRAINEE WELDERS
We offer training in a "hands-on" welding school for those with little or no prior welding experience. Qualifications include: good work ethic, desire to learn a trade, good mechanical aptitude and the ability to pass a drug/alcohol test. Additionally we offer a full range of company paid benefits including a choice of medical, dental and life insurance plans; sick leave; three weeks of vacation; 401K and the potential for company paid bonuses.

If you are interested and qualified, please apply for a personal interview with:

GUNDERSON, INC.
4350 NW FRONT AVENUE
PORTLAND, OR 97210
Equal Opportunity Employer

MANAGER OF OPERATIONS

\$3882-\$4718
Per Month Recruiting for senior level manager. Responsible for operation & maintenance of electric distribution system for a 14,000 customer electric utility. Duties include supervision, planning, budget preparation & control, employee development & training, & frequent public contact. Must have at least 10 yrs. progressively responsible exper (min 2 yrs supervision) as line worker, foreman, engineer or related position. A Bachelor's Degree may substitute for 4 yrs exper. For an application packet, contact Jennifer Grant,
Emerald People's Utility District, 33733 Seavey Loop Road, Eugene, OR 97405. (503) 746-1583. Completed packets must be returned by 8/22/89.

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