

Jobs**Classifieds****Jobs****Classifieds****INSURANCE****Medical Claims Analysts**

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for future openings in our Medical Claims Processing Department. position requires individuals with strong medical terminology, ICD 9 and CPT coding background, and at least 1 year's worth experience in a medical office or hospital setting. CRT experience or proficient typing skills are required.

Knowledge of x-ray and lab procedures extremely helpful. Former Blue Cross and Blue Shield of Oregon claims analysts are encouraged to apply.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply in person or send resume to:

**Blue Cross and
Blue Shield of Oregon**
Personnel Department, 5th Floor
100 S.W. Market
Portland, OR 97201
(Entrance on 1st Avenue)
Equal Opportunity Employer

CONTRACT**Negotiator/Administrator**

Oregon State University Business Affairs office. Immediate opening. Oregon State University is accepting applications until January 31, 1985. This position is responsible for negotiations and some administration of sponsored projects totaling \$50,000,000 annually. Minimum qualifications are 1.) Bachelor's degree (or equivalent experience) 2.) 3 years of management responsibility with one year of experience in contract negotiations/administration. Salary range \$25,000-\$31,800 plus comprehensive fringes benefits. Starting salary commensurate with qualifications. To apply contact:

Oregon State University
Personnel Services Office
Corvallis, Oregon 97331
(503) 754-3103

Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with section 504 of the Rehabilitation Act of 1973.

HIGHWAY ENGINEER 3**(Engineering Graphics Programmer)**

The Oregon Department of Transportation, Highway Division, is currently recruiting for an Engineering Graphics Programmer position located in Salem. You must have two years of experience in transportation engineering AND a Bachelor's degree in civil or transportation related engineering from an accredited college or university. Preference in scoring will be given to candidates with programming experience on Intergraph Systems or to candidates with a degree in computer science. Contact ODOT

ODOT Personnel Operations

419 Transportation Building
Salem OR 97310

Telephone (503)373-7663

by February 12, 1985, for employment application and recruiting announcement.

*Equal Opportunity/
Affirmative Action Employer*

**MULTNOMAH COUNTY
ANIMAL SHELTER ATTEDANT**

\$7.39 per hour; at the Shelter near Troutdale, responds to inquiries regarding animal control; provides care to animals and cleans shelter areas; requires animal care and public contact experience plus a driver's license.

APPLY for the above position no later than 4:30 p.m., Friday, February 1, 1985.

Director, Assessment and Taxation
\$37,938 - \$49,339 per year; directs the operation of the Assessment and Taxation Division; requires a minimum of two years of management experience and a college degree in management, business, economics or a related field; a Property Appraiser or Property Appraiser Trainee certificate from the Oregon Department of Revenue is also required.

APPLY for the above position no later than 4:30 p.m. Friday, March 1, 1985.

WHERE TO APPLY:

Multnomah County Courthouse
Room 134, 1021 SW Fourth Avenue
Portland, Oregon 97204
Equal Opportunity Employer

JOBS Classified**283-0090****MENTAL HEALTH**

Part-time Night Security Position to cover 11 p.m. to 7 a.m. at short-term shelter for adolescents experiencing family conflict. Experience or educational training required. \$3.50 plus fringe benefits. Completed agency application form required. Pick up form at

Janis Youth Programs

738 NE Davis

Portland, OR 97232

Mon.-Fri., 10 a.m.-5 p.m.

Closing date Friday, Feb. 1, 1985

Equal Opportunity Employer

**MEMBERSHIP
COORDINATOR**

Responsible for 1) Subfile maintenance, billing address, file correction, data entry form prep. 2) On-air subscription drive, program planning volunteer coordination and pledge follow-up. Applicant must be detail oriented and work well with volunteers. ¾-time position, \$5.10 per hour. Flexible work schedule and health benefits. Resume to be submitted by February 11, 1985. Send to

Personnel Committee

KBOO

20 SE 8th

Portland, OR 97214

Equal Opportunity Employer

PERSONNEL SECRETARY

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for a secretary in their Personnel Department.

Qualified applicant must have a minimum of 2 years secretarial experience; typing 60-65 WPM; excellent grammar, spelling, punctuation, and composition skills. Candidates must have the ability to work in a fast-paced office environment, and handle a wide variety of tasks. Must have excellent human relations skills.

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