

Jobs**Classifieds****Jobs****Classifieds****CLINICAL SECRETARY****North/Northeast**

Community Mental Health Center is pleased to announce an opening for Clinical Secretary. Duties include: supervision, maintain client files, prepare clinical reports, and correspondence. Coordinate clerical services for clinical staff, significant amount of contact with agency clients. Experience with transcription from dictating equipment, type 75 wpm, work well under pressure.

Qualifications: 1) 5 years experience in medical or mental health records; 2) 1 year supervisory experience.

Starting salary range: \$13,467-\$13,933.

To apply: Call and request an application from:

**North/Northeast Community
Mental Health Center**

310 N.E. Oregon
Portland, OR 97232
(503)239-8871

Closing date: May 13, 1985

Women and minorities encouraged to apply. Affirmative Action, Equal Opportunity Employer.

DISPATCHER**Clerk**

Receives and transmits emergency and routine radio messages for police and fire; dispatches required equipment and personnel; performs clerical work as required. Employment Standards: Education and experience equivalent to graduation from high school and 1 year of general office work including radio/telephone communications work. Special Condition: No impairment of hearing or speech. Salary: \$1,194-\$1,451 per month + excellent benefits. City application and supplemental questionnaire must be received by Fri., May 17, 1985.

City of Milwaukie
10722 SE Main

Milwaukie, OR 97222
Equal Opportunity Employer

LET ME TYPE YOUR

Resumes • Terms Papers • Letters
Fast

Accurate

Reasonable

Phone (503)666-7423, ask for Cathy

DATA PROCESSING**Programmer/Analyst**

Rapidly growing EDP department seeks individuals interested in program design and development. Incumbent will gather and analyze information for systems development or modification, design and specify systems requirements, construct, test, and implement systems and prepare systems operation and user documentation. Qualified applicants should have a minimum 2 years experience in business application-type systems development, with prior experience in COBOL and OS/JCL required. Knowledge of CICS, VSAM, ADABAS, and large IBM-like mainframes preferred.

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**
Personnel Department, 5th Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

INSURANCE**Statistical Assistant**

Blue Cross and Blue Shield of Oregon, a major health insurance company, is accepting applications for an organized numbers person to assist with research analysis and report preparation in the Actuarial Division. Work is conducted by computerized data system, including IBM mainframe and Wang minicomputer. Qualified candidates will have 2 years college in business or math or 2 years work experience in insurance or research. Familiarity with operation, input and retrieval on available equipment is helpful. TSO experience and ability to effectively operate a calculator is required.

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INSURANCE**Manager, Medical Affairs**

Blue Cross and Blue Shield of Oregon, a major health insurance company, is accepting applications for the position of Manager, Medical Affairs. A division of Health Care Services, this department provides the following cost containment services:

Pre- and post-admission certification to assure medical necessity and appropriateness of admission

Hospital audit and utilization review to assure appropriate benefit application

Level II Medical and Dental Review on claims requiring a medical determination

Qualified applicants will have a proven background of management skills, experience in the health care/insurance industry. College degree, preferably in business or health care administration, and strong leadership and communication skills.

Closing date for application acceptance: May 10.

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ADMISSIONS COUNSELOR**Minority & International****Wester Oregon State College**

Individual sought to recruit and advise minority & international students, 12 months, tenure track, starts July 1, 1985. BA & 2 years experience required. Must be willing to travel, salary commensurate with experience. Send letter, resume, velocity statement, & 3 letters of recommendation by May 20, 1985, 5 p.m. to:

Dean of Students
Western Oregon State College
Monmouth, OR 97361
*Western is an Affirmative Action
Equal Opportunity Employer*