

Jobs

Classifieds

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SECRETARIAL

Legal Secretary

The Legal Department of Blue Cross and Blue Shield of Oregon is currently accepting applications for a secretary.

Qualified applicants must have a minimum of 2 years secretarial experience, typing 60 WPM, excellent grammar, spelling, and editing skills. Word processing and/or PC experience or experience on a Xerox Memory Writer preferred. Candidates must also have the ability and desire to handle a heavy work load.

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

SECRETARY, LEVEL 3

(.6FTE up to 1.0FTE)

Work in a professional setting. Assist with research and development tasks. Primary duties include producing drafts and final reports with tables and statistical data, using WANG word processing. Requires 60 WPM typing, 2 years previous secretarial experience, excellent speaking, writing and punctuation skills. Salary range \$12,200 - \$12,500. Excellent fringe benefits. Starting date 6-10-85. If you like working in a professional environment and assuming responsibility for completing tasks independently, apply to:

Personnel Office

Northwest Regional Education Lab.
300 S.W. 6th Ave.
Portland, OR 97204

Letters of application and resume must be received in the personnel office by 5:00 p.m. May 30, 1985. In letter of application please indicate that you are applying for the assessment and evaluation secretary position.

Equal Opportunity Employer

NURSE - RN

Medical Review Coordinator

Blue Cross and Blue Shield of Oregon, a major health insurance company, has an opening for a professional to conduct medical claim audits in order to determine validity of charges, medical necessity, and appropriateness of service.

Individual will also assist in establishing and modifying medical review guidelines and in the training of personnel to ensure appropriate and consistent claims review; will also assist in the design and implementation of special projects.

Position requires direct communication with providers.

Successful candidate must be an RN, currently licensed in the state of Oregon, and have 3 - 5 years recent hospital experience. Administrative experience extremely helpful.

Good communication skills and a comprehensive understanding of medical terminology, coding, and surgical pricing is desirable.

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ODOT

AN EQUAL OPPORTUNITY EMPLOYER

LAND USE SPECIALIST

\$1,743 - \$2,230 Monthly

The Oregon Department of Transportation, Highway Division, is currently recruiting for a Land Use Specialist (Environmental Specialist 2) located in Salem. Minimum qualifications include a Bachelor's degree with major coursework in environmental or physical science, one of the natural sciences, engineering or other closely related field and two years in environmental land use planning, resource management or comparable program. For information, contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 373-7663. Apply before 6-3-85.

The Oregon Department
of Transportation



DIRECTOR OF CURRICULUM

Portland Public Schools

Portland, Oregon

Reporting to the Superintendent, the individual will direct the instructional program in the Northwest's largest, most progressive school district. Successful candidate will have a Master's (Doctorate desirable) in curriculum or supervision and experience (urban schools preferred) in directing curriculum development.

Salary to be determined based on experience, preparation. Send applications or inquiries to

Aletha Chavis, Director of Personnel

Portland Public Schools
P. O. Box 3107
Portland, OR 97208
(503)249-2000, Ext. 557

Application deadline is 5 p.m. May 31, 1985
PPS is an Equal Opportunity Employer

JOBS Magazine

1463 N.E. Killingsworth
Portland, OR 97211
(503)288-0033

