

**Jobs****Classifieds****Jobs****Classifieds****WORD PROCESSING****Supervisor****Technical Specialist II (Level 7)**

Division of Finance and Administrative Services

Responsibilities include coordinating word processing activities at the laboratory and providing training and technical assistance to users and operators in the use of word processing equipment and software.

**QUALIFICATIONS:** 2 yrs. exp. in the operation of WANG word processing equipment, 1 yr. exp. in supervising word processing operations desired; ability to type 70 wpm with accuracy; exp. in WANG Glossary; understanding of WANG Procedure Language a plus; ability to organize work and set priorities; ability to work well with others.

**STARTING SALARY:** \$15,810 - \$17,000 depending on qualifications. Position available on or about July 29, 1985.

**APPLICATION:** Letters of application and resumes must be received in the personnel office, by 5 o'clock p.m., July 22, 1985. After screening, selected candidates will be interviewed. In your letter of application, please indicate the position for which you are applying. Apply to:

**Personnel Office**  
Northwest Regional Educational Lab.  
300 S.W. 6th  
Portland, OR 97204  
*Equal Opportunity Employer*

**EXECUTIVE ASSISTANT 1**

(Transportation Economist)

\$1813 - \$2301 Monthly

THE OREGON DEPARTMENT OF TRANSPORTATION, HIGHWAY DIVISION, IS ACCEPTING APPLICATIONS FOR THE ABOVE POSITION WHICH IS LOCATED IN SALEM. YOU MUST HAVE EQUIVALENT TO A BACHELOR'S DEGREE AND TWO YEARS OF QUALIFYING EXPERIENCE. FOR INFORMATION CONTACT ODOT PERSONNEL, 419 TRANSPORTATION BLDG., SALEM, OR 97310, (503) 373-7663. APPLY BEFORE JULY 31, 1985.

The Oregon Department  
of Transportation

An EEO/AA Employer

**NURSING****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 to 5 years recent hospital experience. Administrative experience extremely helpful. Good communication skills and a comprehensive understanding of medical terminology, coding, and surgical pricing 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:

**Blue Cross and  
Blue Shield of Oregon**  
Personnel Department, 5th Floor  
100 S.W. Market  
Portland, OR 97201  
*Equal Opportunity Employer*

**MINORITY COUNSELOR****Minority Students  
Admission Counselor**

Western Oregon State College. Responsible to coordinate and implement programs to recruit minority students, including career days, interviewing, counseling, and advising. BA degree required. Twelve month appointment, salary \$12,000 - \$15,000. Send letter, resume and 3 letters of recommendation by September 9, 1985 to:

**Director of Admissions  
WOSC**  
Monmouth, OR 97361  
*Western is an Affirmative Action,  
Equal Opportunity Employer*

**PBX RECEPTIONIST**

Part-time, 8:00 a.m.-12:30 p.m.

Kentrox Industries, a manufacturer of telecommunications equipment, has an immediate opening for a part-time PBX receptionist. We are seeking an individual with at least 1 year experience operating an electronic switchboard, who can professionally handle both incoming calls and the public. Typing skills of 50 WPM are also required for overflow support. This is a job-share position with hours of 8:00 a.m. to 12:30 p.m. weekdays.

If interested in this opportunity, please stop by our offices or send your resume to:

**Glenna Kruger**  
Director of Human Resources  
Kentrox Industries  
P. O. Box 10704  
14376 N.W. Science Park Drive  
Portland, OR 97210-0704  
(No agencies, please)  
*Equal Opportunity Employer*

**INSURANCE****Medical Claims Analyst**

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for openings in our Medical Claims Processing Department. Position requires individual with strong medical terminology, ICD 9, and CPT coding background, and at least 1 year experience in a medical office or a hospital setting. CRT experience or proficient typing skills are required. Knowledge of x-ray and lab procedures extremely helpful.

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*

**PLANS AND SPECS**

**New Arrivals Daily**

Available at:

**Northeast Business Center**  
4232 N.E. Union Ave.  
Portland, Oregon 97212