JOBS/CLASSIFIED ADVERTISING

Legal Secretary

Portland General Corporation, a Fortune 500 Company, has an immediate opening in its Legal Department for an outstanding individual with five years of diversifled legal secretarial experience. Good communication, both oral and written. Strong computer skills in both WP 5.0 and Paradox helpful. Must be a self starter and be able to work with a minimum of direct supervision often times under high volume pressure with changing priorities and interruptions.

Send resume and qualifications to:

Equal opportunity employer

No referrals.

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FOR HOME ASSEMBLY WORK. INFO. CALL 504-646-1700 **DEPT. P848**



JOB OPPORTUNITY

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

> **EMANUEL HOSPITAL** & HEALTH CENTER

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DATA PROCESSING **PROFESSIONALS**

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Blue Cross and Blue Shield of Oregon, a major health insurance company provides health insurance to over Requires a degree in Computer Science one million people. You expertise in new development and large scale enhancements will help all of them. Several large projects and new business efforts will be requiring In individuals with experience working in a large scale IBM mainframe environment.

positions require strong communication, interpersonal and user skills. Candidates must also have experience in the following:

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Requires extensive background in the development of CICS based systems and demonstrated success in a project management role.

INSURANCE

PROGRAMMER ANALYSTS

Requires a minimum of 2 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICSW skills a definite plus.

PROGRAMMERS

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Blue Cross and Blue Shield of Oregon Human Resources Dept., 5th Flr 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer

Portland Observer Newspaper 4747 N.E. Martin Luther King Jr., Blvd. (Formerly Union Avenue)

NURSING

NURSING SERVICES COORDINATOR

Begining salary \$1850-\$2200 per month plus benefits

CODA Inc. seeks full time nursing services coordinator to be responsible for management of methadone dispensary serving 300 clients and for the developement and coordination of clinical nursing services. Incumbent must select, train and monitor staff of nurses and medication aides. Provide direct clinical services to dual diagnosis clients, pregnant clients, and others as needed. Insure compli with all regulations regarding dispensing of methadone. Work week is flexible and may include 8 hour shifts between 6am-2:30pm on any combination of days. Current unincumbered Oregon licences as registered nurse and at least 3 years nursing experience are required, supervisory experience is highly desired.

To apply complete & submit standard CODA application form and screening question responses to: CODA INC. 210 NE 20th, Portland, OR 97232. Phone 239-8400

Equal Opportunity/Affirmative Action Employer

ASSEMBLY

HEAVY EQUIPMENT

Manufacturer of large underground

mining vehicles needs Heavy Equip-

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major component (transmission, converter, axle, etc.) build up. Must be

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We offer comprehensive benefits in-

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Portland, OR 97230

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MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this taks will include:

- * 1 year recent clerical work experience in a doctor's office or hospital
- * Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.
- * ICD-9/CPT-4 Coding.
- * A minimum of 6-12 months experience using a CRT in a production oriented environment.
- * Fast, accurate use of a 10-key calculator.

Previous claims processing or insurance billing experience highly

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 Blue Shield of Oregon



Human Resources Dept., 5th Floor 100 S.W. Market Portland, OR 97201

Equal Opportunity Employer

VEHICLE SERVICE WORKER SWING/GRAVEYARD

C-TRAN is seeking a highly skilled individual to perform regular lubrication and preventative maintenance of transit buses and support vehicles. Assures proper condition of all vehicle tires, pick-up and/or receive parts and check packing slips, carry out vehicle inspection and preventative checks and adjusments. Issue parts, supplies, tools, oil, fuel and other inventory supplies. Position requires certification, and/or extensive experience. Pay range is \$6.82hr to 10.07. Apply at Employment Security Department, 603 W. Evergreen Blvd., Vancouver, WA. Equal Opportunity Employer M/F/H.

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> ATTENTION: EARN MONEY TYPING AT HOME!

32,000/Year Income Potential. Details, (1) 602-838-8885, Ext. T-12859. Equal Opportunity Employer

RADIO

Entry level position in news and talk radio production.

Resumes only to Personnel, P.O. Box 14957, Portland, OR 97214.



Multnomah County Community Development MEETING NOTICE

The Multnomah County Development Division will hold an Application Workshop for the Community Development Block Grant, Program Years 1990-91. Specific information is as fol-

Wednesday, February 28, 1990 1:00 p.m. - 3:00 p.m. Human Solutions, Inc. offices Conference Room B 2900 S.E. 122nd Portland, Oregon

Primary goal of the Community Development program is to improve the living conditions of lower income residents in the City of Gresham and the east county area, while removing its slums and blight. A Community Development Plan guides program policy and is part of the selection process for specific projects qualifying for Block Grant funds.

The application packets and Community Development Plans will be available at the workshop. Completed applications will be due at 4:30 p.m. on March 27, 1990, for funding available after July 1, 1990.

For more information, please contact Karen Whittle or Janet Hawkins at 248-5000.

> A man must make his opportunity as oft as find it.

The trouble with opportunity is it comes disguised as hard work.



Commission Meeting

Date: February 28, 1990 Place: Portland Building 1120 SW Fifth Ave., 11th Fl. Portland, OR Time: 9:30 a.m.

Commission meetings are open to the public. A complete agenda is available at PDC. Call 796-5300.

PDC is the City of Portland's urban renewal and economic development



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