Classified Ads

STATE OF NORTH CAROLINA COUNTY OF ROBESON IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION NOTICE OF PROCEEDING AND SERVICE OF PROCESS BY PUBLICATION

FILE NO. 99 J 0041 In Re Dawn 'Da 'Nang Furr, a Minor Juvenile.

To: Chris Jones, father of a male child born on or about April 13, 1997, in Robeson County, State of North Carolina, the Respondent.

TAKE NOTICE that a pleasing seeking relief against you has been filed in the above-entitled action. The nature of the relief being sought is as follows: termination of your parental rights in the above-named child.

You are required to make defense to such pleading not later than September 1, 2001 and upon your failure to do so the party seeking relief against you will apply to the Court for the relief herein sought.

You are entitled to attend any hearing affecting your rights. You are entitled to have counsel appointed by the Court if you are indigent. If you desire counsel, you should contact the Court immediately to request counsel. This is a new case and any attorney appointed previously will not represent you in this proceeding unless ordered by the Court.

This the 26th day of July, 2001. Attorney Arnold Locklear State Bar No. 5720 Locklear, Jacobs, Hunt & Brooks Attorneys for the Petitioner(s) 203 South Vance Street P. O. Box 999 Pembroke, NC 28372 (910)521 3414

LEGAL NOTICE ROBESON COUNTY NORTH CAROLINA NOTICE OF SUBSTITUTE TRUSTEE'S FORECLOSURE SALE OF REAL PROPERTY

UNDER AND BY VIRTUE of the power and authority contained in that certain Deed of Trust executed and delivered by Michael Tolson and Shirley Tolson, dated the 18th of November, 1998 and recorded on November 19, 1998 in the Office of the Register of Deeds of ROBESON County, North Carolina, in Book 1031 at Page 0068; and because of default in the payment of the indebtedness secured thereby and failure to carry out and perform the stipulations and agreements contained therein and, pursuant to demand of the owner and holder of the indebtedness secured by said Deed of Trust, the undersigned substitute Trustee will place for sale, at public auction, to the highest bidder for cash at the usual place of sale at the ROBESON County Courthouse, in Lumberton, ROBESON County, North Carolina, at 10:00 o'clock a.m. on Wednesday, the 18th day of July, 2001 that parcel of land, including improvements thereon, situated, lying and being in the City of Saint Pauls, County of ROBE-SON, State of North Carolina, and being more particularly described as follows:

BEING all of Lot Number One of the Survey for Amos Tolson of April 27, 1998, containing 0.51 acres, more or less, adjoining a 30 foot wide road easement on the east side of said lot, the seaboard Coastline Railroad right of way on the north side of said lot, lands of Bernadette Davis on the west side of said lot and Lot Two of this subdivision on the south side of this lot. Said lot is shown on said survey map which is recorded in Map Book 36, page 39, in the Robeson County Public Registry, the same being incorporated herein by reference as though fully set forth.

The present record owner of the foregoing real property is Michael Tolson and Shirley Tolson. The real property described her in above has a street address of 1839 Britt Road, Saint Pauls, NC 28384. At the Consummation of the foreclosure sale, the Substitute Trustee reserves the right to require a cash deposit in the amount allowed by

This property shall be sold subject to all unpaid taxes, prior lien(s) and special assessments. As required by law, the sale shall be open for a period of ten days. This sale may be upset by placing an upset bid within said ten day period of time, in the amount required by law.

This the 27th day of June, 2001. Richard P. McNeely Substitute Trustee Post Office Box 21129 Charlotte, North Carolina FOR RENT

Available for Immediate Occupancy

Three bedroom, bath, family room, on private lot with access to Hwy 74 near Chicken Road. Deposit \$300 and monthly rent \$300 plus utilities and water. Newly refurbished.

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50x100x16 was \$27,850 now 80x135x16 was \$79,850 now

\$44,990 100x175x20 was \$129,650 now

\$84,990

1-800-406-5126

ROBESON COUNTY NOTICE OF SUBSTITUTE TRUSTEE'S FORECLOSURE SALE OF REAL PROPERTY

UNDER AND BY VIRTUE of the power and authority contained in that certain Deed of Trust executed and delivered by ANGELA RENEE WILLIAMSON, dated the March 5 1998 and recorded on March 5, 1998 in the Office of the Register of Deeds of ROBESON County, North Caro-lina, in Book 0990 at Page 0679; and because of default in the payment of the indebtedness secured thereby and failure to carry out and perform the stipulations and agreements contained secured by said Deed of Trust, the undersigned Substitute Trustee will place for sale, at public auction, the ighest bidder for cash at the usual place of sale at the ROBESON County Courthouse, in Lumberton, ROBESON County, that parcel of land, including improvements thereon, situated, lying and being in the City of Lumberton, County of ROBESON, State of North Carolina. and being more particularly described

All that certain tract or parcel of land lying about 5 miles northeast of the center of the City of Lumberton, NC, adjacent to and on the western side of SR 1955 (Regan Road) about 0.3 miles north of NC Highway 41 and adjoining the lands of Samuel E. Britt (741/508) on the south and other lands of K. M. Biggs, Inc. (601/618) on the north and west and being more particularly described as follows:

BEGINNING at a railroad spike (found) 1.5 feet northwest of the center of SR 1955 (Regan Road), the most southern corner of the 12.71 acre tract of which this is a part (601/618), said railroad spike having NC Grid Coordinates (SPC 27 N=326895.1232

E=2021314.8519, said railroad spike being located North 40 degrees 15 minutes 46 seconds East 1576.10 feet from NC Grid Monument "Locust" NC Grid Coordinates N=325692.422 and E=2020796.227 and runs thence from said beginning railroad spike with the southwest line of said original 12.71 acre tract the same being on the southwest edge of a ditch North 37 degrees 12 minutes 07 seconds West 249.75 to and iron rod (set) in said original southwest line; thence North 36 degrees 06 minutes 45 seconds East 110.0 feet to an iron rod (set); thence South 37 degrees 12 minutes 07 seconds East 249.7 feet to a mag nail (set) in SR 1955, about 1.5 feet northwest of the centerline of said road; thence along SR 1955 about 1.5 feet northwest of the centerline South 36 degrees 05 minutes 19 seconds West 110.01 feet to the beginning, containing 0.60 acre, more or less.

And being a part of that 12.71 acre tract conveyed to K. M. Biggs, Inc., as shown in Deed Book 601, at page 618, Robeson County Registry. Bearings referenced to NC Grid

(SPC 27) Horizontal Distance, Grid Factor 0.9999282.

Exempt from Robeson County Subdivision Ordnance under Article V, Section 501, Item H.

TOGETHER WITH a security interest in that certain 1998, 64 X 28 Jaguar home, serial number GMHGA 1059819157 AB.

The present record owner of the foregoing real property is Angela Renee Williamson. The real property described hereinabove has a street address of AR 1955 Regan Church RD., Lumberton, NC 28358, ROBE-SON County. At the consummation of the foreclosure sale, the Substitute Trustee reserves the right to require a cash deposit of a certified check not to exceed the greater of five percent (5%) of the amount of the bid or Seven Hundred Fifty dollars (\$750.00). In the event that the Owner and Holder is exempt from paying the same, the successful bidder may also be required to pay for revenue stamps on the Trustee's Deed, any Land Transfer Tax, and the tax required by N.C.G.S. Section 7A-308 (a) (1).

This property shall be sold subject to all unpaid taxes, prior lien (s) and special assessments. As required by law, the sale shall be open for a period of ten days. This sale may be upset by placing an upset bid within said ten day period of time, in the amount required by law.

This the 24th day of July, 2001. William Walt Pettit **Substitute Trustee** KELLAM & PETTIT ATTORNEYS AT LAW 2901 Coltsgate Road Suite 102 Charlotte, NC 28211

ROBESON COMMUNITY COLLEGE ADULT BASIC EDUCATION

(ABE) Instructor Minimum of a Bachelor's Degree from a regionally accredited institution. Must have teaching experience in a nontraditional community college or public school setting with adequate knowledge in English, Science, Social Science, Social Studies, Mathematics and Literature. Must be available to work Monday- Friday, 12:30 p.m.- 9:30 p.m. and/or other assigned hours at the Lumberton Correctional Institution and/or other assigned locations. Contact Personnel Services, PO Box 1420, Lumberton, NC 28359. Telephone (910) 618-5680, ext. 142 or ext. 185. Closing date: Friday, August 17, 20001 by 3:00 p.m.

AN EQUAL OPPORTUNITY **EMPLOYER**

ROBESON COUNTY GENERAL COURT OF JUSTICE SUPERIOR COURT DIVISION IN THE MATTER OF THE FORECLOSURE OF THE DEED OF TRUST OF: HULEN MURPHY LOCKLEAR, JR. and wife, DAWN C. LOCKLEAR,

Trustor(s)

ARLIE JACOBS, Trustee NOTICE OF SALE BOOK 666, PAGE 007

NORTH CAROLINA

Under and by virtue of an order of the Assistant/Clerk of Superior Court. of Robeson County, entered in the above entitled action authorizing the undersigned to proceed with the foreclosure of the above referenced Deed of Trust and under and by virtue of the power of sale contained in the above referenced Deed of Trust, the undersigned Trustee will offer for sale at the front door of the Robeson County Courthouse in the City of UMBERTON, Robeson County, North Carolina, the following described property

SEE ATTACHED SCHEDULE "A" The property address is as follows: 278 Performance Lane, Pembroke,

The above described property will be sold subject to unpaid county ad valorem taxes, including those for the current year.

The record owners of the property as reflected on the records of the Register of Deeds' office not more than ten (10) days prior to posting of this notice is" Hulen Murhpy Locklear, Jr. and wife, Dawn C. Locklear.

The highest bidder at the sale will be required to make a cash deposit not to exceed the greater of five percent (5%) of the amount of the bid or seven hundred fifty dollars (750.00) when knocked down to him, and the balance upon confirmation of the sale. The sale will be reported to the court and will remain open for advance or upset bids for a period of ten (10) days. If no advance or upset bids are filed

with the Clerk of Superior Court, the

sale will be confirmed. This 11th day of July, 2001. Arlie Jacobs, Trustee Locklear, Jacobs, Hunt & Brooks PO Box 999 Pembroke, NC 28372 SCHEDULE "A" TRACT NO. 1

Lying and being in Pembroke township, Robeson County, North Carolina about 3 miles Southwest of the Town of Pembroke, on the Northwest side of (but not adjacent to) N.C. Highway 710 leading from Pembroke to Rowland, on the southwest side of and adjacent to the Turkey Branch Canal and more particularly described as follows, to-wit:

BEGINNING at an iron stake in the Southwest line of the tract of which this is a part, the Southwest corner of a 2.0 acre tract previously conveyed to Hulen Murphy Locklear, Jr. and running thence as the original line North 53 degrees 42 minutes West about 371 feet to the most Western corner of the original tract, thence as another original line North 54 degrees 08 minutes East 499.8 feet to the center of Turkey Branch Canal, thence as the center of said canal and the original line South 49 degrees 48 minutes East 223 feet to a point in the center of said canal, the Northwestern corner of the 2 acre tract previously conveyed to Hulen Murphy Locklear, thence as the Northwest line of said 2 acre tract reversed South 36 degrees 47 minutes West 459.84 feet to the beginning, containing 3.0

ACRES, more or less. And being a portion of the lands described in a deed from Lee S. Jones and wife, Annie Ruth Jones, to W. R. McDuffie, dated August 9, 1979 and recorded in Deed Book 459, Page 141, Robeson County Registry.

This conveyance is made subject to a 49 foot road easement on the Southwest side of the above-described tract, said easement beginning at the Northwest right-of-way line of N. C. Highway 710 and running parallel to and 40 feet Northeast of the original Southwest line, and extending the entire length of said line as a means of ingress, egress and regress for all property owners adjacent to said line.

TRACT NO. 2 Lying and being in Pembroke Township, Robeson County, North Carolina, about 3 miles Southwest of the Town of Pembroke, on the Northwest side of (but not adjacent to) N. C. Highway 710 leading from Pembroke to Rowland, on the Southwest side of and adjacent to the Turkey Branch Canal and more particularly described as follows, to-wit:

BEGINNING at an iron stake in the Southwestern line of the tract of which this is a part, at a point North 53 degrees 42 minutes West 1087 feet from the center line of N. C. Highway 710, where said line crosses the same, and running thence as said Southwestern line, North 53 degrees 42 minutes West 192 feet to an iron stake, thence North 36 degrees 47 minutes East 459.84 feet to the center of Turkey Branch Canal, thence as the center of said canal South 49 degrees 48 minutes East 188.5 feet to a stake, thence South 36 degrees 18 minutes West 447 feet to an iron stake, the beginning corner, CONTAINING 2.0 ACRES.

And being a portion of the lands described in a deed from Lee S. Jones and wife, Annie Ruth Jones, to W. R. McDuffie, dated August 9, 1979 and recorded in deed Book 459, Page 141, Robeson County Registry.

This conveyance is made subject to a 40 foot road easement on the Southwest side of the above-described tract, said easement beginning at the Northwest right-of-way line of N. C. Highway 710 and running parallel to and 40 feet Northeast of the original southwest line, and extending the entire length of said line as a means of ingress, egress and regress for all property owners adjacent to said line.

And also being subject the Back Swamp drainage assessment along the Turkey Branch Canal.

STATE OF NORTH CAROLINA ROBESON COUNTY NOTICE OF SUBSTITUTE TRUSTEE'S FORECLOSURE SALE OF REAL PROPERTY

UNDER AND BY VIRTUE of the power and authority contained in that certain Deed of Trust executed and delivered by EDWARD E. KIRCHMEIR AND DONNA JEAN KIRCHMEIER, dated the February 21, 1996 and recorded on February 26, 1996 in Book 0895 at Page 0397 and because of default in the payment of the indebtedness secured thereby and failure to carry out and perform the stipulations and agreements contained therein and, pursuant to demand of the owner and holder of the indebtedness secured by said Deed of Trust, the undersigned Substitute Trustee will place for sale, at public auction, to the highest bidder for cash at the usual place of sale at the ROBE-SON County Courthouse, in Lumberton, ROBESON County, North Carolina, at 3:00 o'clock p.m. on Tuesday, the 14th day of August, 2001 that parcel of land, including improvements thereon, situated, lying and being in the City of Lumberton, County of ROBESON, State of North Carolina, and being more particularly described as follows:

BEING all of Lots 38 and 29 in a subdivision known as Saddlebrook Plantation, Section Three, according to a plat of same duly recorded in Book of Plats 32, Page 31, Robeson County Registry, North Carolina.

The present record owner of the foregoing real property is Edward El Kirchmeir, and Donna Jean Kirchmeier. The real property described hereinabove has a street address of 5361 Saddlebrook Road, Parkton, NC 28371, ROBESON County. At the consummation of the foreclosure sale, the Substitute Trustee reserves the right to require a cash deposit or a certified check not to exceed the greater of five percent (5%) of the amount of the bid or Seven Hundred Fifty Dollars (\$750.00). In the event that the Owner and Holder is exempt from paying the same, the successful bidder may also be required to pay for revenue stamps on the Trustee's Deed, any Land Transfer Tax, and the tax required by N.C.G.S. Section 7A-308 (a) (1).

This property shall be sold subject to all unpaid taxed, prior lien (s) and special assessments. As required by law, the sale shall be open for a period of ten days. This sale may be upset by placing an upset bid within said ten day period of time, in the

amount required by law. This the 24th day of July, 2001. William Walt Pettit Substitute Trustee KELLAM & PETTIT ATTORNEYS AT LAW 2901 Coltsgate Road Suite 102 Charlotte, NC 28211

ROBESON COMMUNITY COLLEGE TUTORS NEEDED

PART-TIME TUTORS in Accounting, College Algebra, Biology, Business Mathematics, English Grammar, Essential Mathematics. General and Developmental Psychol ogy, Introduction to Computers, Introduction to Literature, Microsoft Excel 2000, Microsoft Office 2000, Microbiology, Operating Systems, Physic Principles Microeconomics, Spreadsheet, Trigo-nometry I, and Writing foundations. The primary responsibility of the tutor is to assist students in developing those skills in the subject area which the students have fallen behind, so that the student can go back to the class room and work independently on their own with self-confidence. Educational background at least an Associate Degree or the equivalent educa-

tional background or higher. Salary Range: \$ 6.50 to \$10.00 hourly. RCC Application form, official transcripts of all post secondary education, three (3) letters of reference, and any other supporting documentation must be received no later than

3:00 p.m., August 31, 2001. Contact: Mary Frances Burns, Tutor Coordinator, Robeson Community College, P. O. Box 1420, Lumberton, NC 28359 or (910) 618-5680, Ext.

AN EQUAL OPPORTUNITY **EMPLOYER**

LEGAL NOTICE North Carolina Robeson County

Notice to Creditors and Debtors of Ardell Jacobs, Deceased The undersigned, having quali-fied as Executrix of the Estate of

Ardell Jacobs, late of Robeson County, this is to notify all persons having claims against said estate to present them to the undersigned on or before the 3rd day of November, 2001., or this notice will be pleaded in bar of their recovery

All persons indebted to said estate will please make immediate payment to the undersigned. This the 2nd day of August, 2001.

Lois J. Chavis, Executrix College Terrace Apt. 7 Pembroke, NC 28372 Ron Sutton Attorney at Law P.O. Box 787 Pembroke, NC 28372 8-23

Page 9-Carolina Indian Voice-Thursday, August 2, 2001

STATE of NORTH CAROLINA ROBESON COUNTY AMENDED NOTICE OF SUBSTITUTE TRUSTEE'S FORECLOSURE

SALE OF REAL PROPERTY

UNDER AND BY VIRTUE of the power and authority contained in that certain Deed of Trust executed and delivered by Cleveland Lewis and wife. Annie Carol lewis, dated the December 11, 1997 and recorded on December 11, 1997 in the Office of the Register of Deeds of ROBESON County, North Carolina, in Book 0979 at Page 0216; and because of default in the payment of the indebtedness secured thereby and failure to carry out and perform the stipulations and agreements contained therein and, pursuant to demand of the owner and holder of the indebtedness secured by said Deed of Trust, the undersigned Substitute Trustee will place for sale, at public auction, to the highest bidder for cash at the usual place of sale at the ROBESON County Courthouse, in Lumberton, ROBESON County, North Carolina, at 3:00 o'clock p.m. on Tuesday, the 14th day of August 2001 that parcel of land. including improvements thereon, situated, lying and being in the City of Lumberton, County of ROBESON,

State of North Carolina, and being

more particularly described as fol-

On the Southeast side of U.S. Highway 301 about 3 miles Southwest of the Town of Lumberton, and being Lot Number 6 of the Sam C. Floyd property as divided by P. A. Roberts, E., June 7 1945, as shown in Book of Maps Number 6, at page 241, office of the Register of Deeds of Robeson County, and being more particularly described as follows, to-wit: BEGINNING at a point in the Southeast edge of U.S. Highway Number 310 and runs thence the dividing line between Lot Numbers 6 and 7 of said subdivision South 19 degrees 46 minutes East 420 feet to a stake; thence South 70 degrees 14 minutes West 105 to a stake, corner of Lot Number 2 of said subdivision, in the line of Lot Number 3; thence along the lines of Lot Numbers 2 and 1 of said subdivision and being also the Southeastern line of said highway North 70 degrees 14 minutes East 105 feet to the beginning corner, containing 1.01 acres, more or less, and being same lands conveyed by Sam C. Floyd, Trustee, to George Collins, Sr., now deceased, by deed dated July 3, 1945, and recorded in Book 9-Y, page 14, office of the Register of Deeds of lobeson County.

Being the same property conveyed y deed dated January 27, 1986, from George Collins, Jr., (divorced) to Martha C. Andrews etal, recorded in Book 593, page 814, Robeson County

Registry.
The Present record owner of the foregoing real property is Cleveland Lewis and Annie Carol Lewis. The real property described hereinabove has a street address of 3365 West 5th Street, Lumberton, NC 28358-6919. ROBESON County. At the consummation of the foreclosure sale, the Substitute trustee reserves the right to require a cash deposit or a certified check not to exceed the greater of five percent (5%) or the amount of the bid or Seven Hundred Fifty Dollars (\$750.00). In the event that the Ownerand Holder is exempt from paying the same, the successful bidder may also be required to pay for revenue stamps on the Trustee's deed, any Land ransfer Tax, and the tax required by

N.C.G.S. Section 7A-308 (a) (1). This property shall be sold subject to all unpaid taxes, prior lien (s) and special assessments. As required by law, the sale shall be open for a period of ten days. This sale may be upset by placing an upset bid within said ten day period of time, in the amount required by law.

This the 18th day of July, 2001. Richard P. McNeely Substitute Trustee 2901 Coltsgate Road Suite 102 Charlotte, NC 28211

NORTH CAROLINA ROBESON COUNTY IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION FILE NO: 01 CVD 2922 NOTICE OF SERVICE OF

PROCESS BY PUBLICATION MARK BAILEY, Plaintiff, JACKIE LYNN BAILEY, Defendant.

TO: JACKIE LYNN BAILEY TAKE NOTICE that a pleading seeking relief against you has been filed in the above-entitled action in the District Court of Robeson County. The mature of the relief being sought is as follows: absolute divorce.

You are required to make defense to this pleading not later than September 11, 2001, and upon you failure to do so, the party seeking service against you will apply to the Court for the relief sought.

This the 25 day of July, 2001. Kenneth E. Ransom Attorney for Plaintiff Post Office Box 877 Lumberton, North Carolina 28359 Telephone: (910) 738-8176 8-16

\$1500 a month PT \$4500-\$7200 FT WORK AT HOME International Company needs Supervisors and Assistants. Training. Free Booklet www.luvdreaming.com 800-331-3709

Position Vacancy Field Recruiter for Health and **Development Study**

Position open to graduate student, mature college students, or professionals with interests in education, psychology, counseling, or activism who are looking fro flexible part-time work. Major responsibilities will include study promotion, advertisement, and subject recruitment, as well as the administration of surveys to study participants. A background in social science research and/ or community activisms preferred. Access to e-mail, good interpersonal skills, and the ability to be resourceful and creative are necessary. Submit comer letter and resume to: Amy West, The Teen Pathways Study, University of Virginia, P.O. Box 400400. Charlottesville, VA 22904-4400 or e-mail to teenpathways@virginia.edu. Call 434-982-4973 with questions.

HOME FOR SALE Pembroke, By Owner, 3Br/2 Bath, On Water, Heat/Air. Concrete Drive, Storage Buildings, Seen By Appointment ONLY. Phone (910) 1-2470, 407 Pine Lake Park RD. POSITION: STAFF ATTORNEY NEW BERN or GREENVILLE, NC

Background: Established in 1981, Pamlico Sound Legal Services (PSLS is a program of Legal Services of North Carolina, Inc., a statewide nonprofit law firm dedicated to the provision of high quality civil legal ser-vices to low-income North Carolinians. PSLS is based in historic downtown New Bern and has a field office

in Greenville, North Carolina. PSLS serves ten eastern North Carolina counties: Beaufort, Carteret, Craven, Hyde, Jones, Martin, Pamlico, Pitt, Tyrrell and Washington. The position provides a unique opportunity to work with PSLS's dedicated advocacy staff, as well as members of the local private bars who undertake pro bono responsibilities. The program provides its clients a combination of traditional legal services advocacy, CED advocacy, and complex litigation in state and federal courts and is actively involved in statewide issues affecting the rights of the poor. PSLS's areas of concentration include housing law, community economic development assistance, public benefits law, elder law, employment law, family law, consumer law, and education law. Recently, PSLS has taken lead roles in helping area victims of domestic violence, and victims of Hurricane Floyd, recover and stabilize their lives and families.

Responsibilities: The successful candidate will maintain a general legal services caseload, including employment law, advocacy on behalf of victims of domestic violence, housing law, consumer law and other substantive areas. He or she will also be expected to participate in community outreach and legal education activities, and maintain positive relations with the private bar and local com-

munity organizations. Qualifications: A license to practice law in North Carolina and demonstrated commitment to legal advocacy for the poor. Recent law school graduates are encouraged to apply. Ability to speak Spanish is highly desirable. Also, must have valid driver's

Open/Closing Date: Open until filled.

icense.

Salary/Benefits: \$30,000 and up D.O.E. Excellent fringe benefits in-cluding medical and dental, life, D&D and disability, retirement plan, and generous vacation and holiday leave. Eligibility for student loan repayment program.

PSLS is an equal opportunity employer. Minorities, women, the elderly, and the disabled are encouraged to apply.

Application: Send letter of interest, a resume, a writing sample, and the names, addresses and telephone numbers of three professional references to : Search Committee, Pamlico Sound Legal Services, P. O. Box 1167, New Bern, NC 28563

Position Available Title-Housing administrative Assistant

Salary Rang- \$18,000- \$24,000 Description- Highly motivated person to provide administrative support to Tribal staff. Qualifications- at least a high school diploma or equivalent and two years of related experience or and two years of related experience or graduation from a two year secretarial program. Computer skills required. Excellent oral and written communication skills required. Submit resumes to Haliwa-Saponi Tribe, PO Box 99, Hollister, NC 27844. Deadline to apply- August 15, 2001. Call 252-586-4017 with questions

Attn: work from Home \$500- \$1500/month PT \$2000- \$5000/month FT Call 1-888-601-4482

ROBESON COMMUNITY COLLEGE SECRETARY TO EMERGENCY SERVICES

EDUCATION STAFF Minimum of an associate of Applied science Degree in Office systems Technology, Business administration, Information Systems Technology or related business area from an accredited institution. Must be proficient with microcomputers and the software applications in Microsoft Word and Microsoft Excel. Must key

cont. to next page