

For News Service Dial 682-2913

Help Wanted

The University of North Carolina
At
Chapel Hill

Has immediate Secretarial/Clerical openings:

- Clerk-Typist (III)
- Typist (III)
- Secretary (III)
- Part-Time and Full-Time Positions

Completion of high school course work and one year of clerical experience; or an equivalent combination of education and experience. Varied skills and knowledges of these positions are: medical terminology, dictaphone, strong typing skills, statistical typing, Magcard, bookkeeping, accounting and good public contact. Salary range: \$8,820 - \$12,468. The hours for some of the part-time positions are 1:00 p.m. to 5:00 p.m. Part-time salary range: \$4,410 - \$6,234.

Secretary (IV)

Completion of high school course work and two years of clerical or secretarial experience; or an equivalent combination of education and experience. Good typing skills and knowledge of medical terminology helpful. Salary range: \$10,020 - \$14,196.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Special Recruitment Notice
City Clerk

Population: 100,831

Salary: Approximately \$20,000/year - Negotiable

The City of Durham is actively recruiting for the position of City Clerk. Excellent employee benefit program. Duties of this position include but are not limited to the following:

Directs the overall work of the Office of the City Clerk and selects, supervises, trains, and evaluates the office employees. Supervises and reviews the management of legal and official City documents including ordinances, resolutions and minute books; reviews, attests, and affixes City seals to contracts, deeds, bonds, and other documents. Attends City Council meetings and records action taken. Prepares the operating budget for the City Clerk's Office and prepares and posts notice for meetings of City boards and committees.

MINIMUM QUALIFICATIONS

Completion of a bachelor's degree in public or business administration or the equivalent or considerable (3-4 years) experience in progressively responsible office or records management, administrative or paralegal work.

Resume, transcript, and City of Durham Application for Employment must be submitted by August 17, 1981 to: Mr. Harwood Smith, Chairman, City Clerk Search Committee, 101 City Hall Plaza, Durham, North Carolina 27701

COGGIN
USED CARS
LARGEST VOLUME USED
CAR DEALER IN THE AREA

1974 Mazda P.U. Solid Red, 3,000 Act. Mi., 4 sp., AC, Only.....	\$2995 24 Mo. Per Mo. 99 ⁰⁶ 18% APR, TOTAL OF PAYMENTS \$2396.40	1977 Merc. Monarch 2-dr., 4 sp., Overdrive, AC, Only.....	\$3295 36 Mo. Per Mo. 83 ¹⁶ 18% APR, TOTAL OF PAYMENTS \$2993.40
1976 Pont. Trans AM Solid Yellow, AT, AC, Only.....	\$3895 30 Mo. Per Mo. 120 ⁷⁶ 18% APR, TOTAL OF PAYMENTS \$3422.50	2/1978 Mazda GLC Silver, Extra Nice.....	\$3495 36 Mo. Per Mo. 90 ³⁹ 18% APR, TOTAL OF PAYMENTS \$3253.68
1980 Phoenix 15,000 Mi., AT, AC, Sharp, Only	\$5995 48 Mo. Per Mo. 146 ⁸⁹ 18% APR, TOTAL OF PAYMENTS \$7050.24	1976 AMC Wagon 50,000 Miles, Loaded, See To Believe, Only.....	\$2195 24 Mo. Per Mo. 54 ⁹³ 18% APR, TOTAL OF PAYMENTS \$1318.08
1976 Honda Civic Yellow, 4 Speed, Only.....	\$2695 24 Mo. Per Mo. 84 ⁸⁸ 18% APR, TOTAL OF PAYMENTS \$2036.88	1978 Ply. Arrow Solid Blue, Extra Nice, Only.....	\$3995 36 Mo. Per Mo. 103 ⁴⁷ 18% APR, TOTAL OF PAYMENTS \$3724.92
1981 Mazda 626 4-dr., 5 sp., Lux- ury, AC, 7,000 Mi., Only.....	\$8495 48 Mo. Per Mo. 220 ³² 18% APR, TOTAL OF PAYMENTS \$10,574.88	1978 Merc. Zephyr Loaded & Super Sharp.....	\$4295 42 Mo. Per Mo. 112 ⁹³ 18% APR, TOTAL OF PAYMENTS \$4743.06
1981 Pont. Grand LeMans 4-Dr., Brown, 9,000 Miles, Loaded, Only.....	\$7695 48 Mo. Per Mo. 196 ⁸² 18% APR, TOTAL OF PAYMENTS \$9446.88	1977 Maverick 4 Dr. Nice Car.....	\$2795 36 Mo. Per Mo. 72 ³¹ 18% APR, TOTAL OF PAYMENTS \$2603.11
1978 Merc. Zephyr ZR7 Red, Loaded, Only.....	\$4295 36 Mo. Per Mo. 119 ³¹ 18% APR, TOTAL OF PAYMENTS \$4294.86	1976 Olds Cut. Sup. Sharp Car.....	\$3395 24 Mo. Per Mo. 132 ³⁰ 20% APR, TOTAL OF PAYMENTS \$3176.14
1976 Chry. Cordoba AT, AC, See To Believe, Only.....	\$2995 24 Mo. Per Mo. 99 ⁸⁵ 18% APR, TOTAL OF PAYMENTS \$2396.40	1975 Volvo 164 Loaded, Sun- roof & All Equip.	\$4295 30 Mo. Per Mo. 149 ²¹ 20% APR, TOTAL OF PAYMENTS \$4476.00
1975 Honda CVCC Red, Real Nice, Only.....	\$2195 24 Mo. Per Mo. 59 ⁹² 18% APR, TOTAL OF PAYMENTS \$1437.84	1979 Pont. GP Cpe. Loaded Car.....	\$5795 42 Mo. Per Mo. 161 ³³ 18% APR, TOTAL OF PAYMENTS \$4775.76
1979 Ford Granada 4-Dr., Silver, Low Mi., Loaded	\$4495 42 Mo. Per Mo. 112 ⁹³ 18% APR, TOTAL OF PAYMENTS \$4743.06	1978 Chev. Pickup Fully Equipped, Nice Truck.....	\$4395 42 Mo. Per Mo. 116 ¹⁶ 18% APR, TOTAL OF PAYMENTS \$4878.72
1980 Ford Granada 4 Door, Carolina Blue, Loaded, Only.....	\$4995 48 Mo. Per Mo. 117 ⁵¹ 18% APR, TOTAL OF PAYMENTS \$5640.06	1978 Chev. Monte Carlo Loaded, Ex. Nice Car.....	\$4695 42 Mo. Per Mo. 125 ⁸⁴ 18% APR, TOTAL OF PAYMENTS \$5284.86
		1979 Chev. Monte Carlo Loaded With Extras.....	\$6295 42 Mo. Per Mo. 177 ⁴⁶ 18% APR, TOTAL OF PAYMENTS \$7453.32

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Every Way. Beautiful
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Coupe, Beige. This
car is loaded with dis-
tinction.

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Powder Blue With
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Extras. Beautiful
Car.

1977 BUICK
ELECTRA LIMITED
4 dr., Burnt Orange
With Beige Top And
Matching Velour In-
terior. Loaded and In
Immaculate Condi-
tion.

1980 BMW
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Silver Metallic Beau-
tiful Car. Was Built
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preciate, Silver Me-
talic.

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With Black Interior
& Top.

1979 OLDS DELTA
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Fully Equipped Car,
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