

Help Wanted

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, abstracts, 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

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, book-keeping, 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

Social Research Associate II

Completion of college course work in Early Childhood Education or related area and two years experience in supervising, planning and staff training; or an equivalent combination of education and experience. Supervision of a large staff in a preschool day care setting and direct teaching experience of preschool age children necessary. Design, implementation and evaluation of research projects preferred. Salary range: \$16,260 - 23,556. For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. sl05017xp18e

Program Coordinator

Primary responsibility for the coordination of the minority student visitation program. Responsible in program planning and implementation. Qualifications: Graduation from 4-year college or university, 2 years of experience in working with minority student recruitment programs, familiarity with the University of North Carolina at Chapel Hill or a similar institution. Salary: Commensurate with qualifications and experience. Date open: immediately. To apply send resume and supporting materials to Mr. Harold G. Wallace, Vice Chancellor for University Affairs, 103 South Building, 005-A, The University of North Carolina at Chapel Hill, Chapel Hill NC 27514. Applications and supporting materials must be received by July 31, 1981. The starting date for the position is August 10, 1981. The University of North Carolina at Chapel Hill is an Equal Opportunity/Affirmative Action Employer.

Accounting Technician I

With UNC-General Administration Office Accounting Section. Performs accounting and recordkeeping duties; assists with machine posting to general ledger and in maintenance of fixed asset records; and types accounting and budgetary documents and reports. Graduation from high school plus two years clerical experience in book-keeping or accounting and ability to perform assignments as directed by the Accountant. Salary range: \$10,020-\$14,196. Apply by August 10 to: UNC-General Administration, P. O. Box 2688, Chapel Hill, N. C. 27514. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Secretary IV

Position available to provide support for Assistant Vice-President for Research and Public Service Program. High school and 2 years experience in secretarial field required. Good typing skills essential; shorthand desirable. Favorable consideration will be given to library experience and college education. Salary range: \$10,020-\$14,196. Apply by August 10 to: UNC-General Administration, P. O. Box 2688, Chapel Hill, N. C. 27514. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

House Manager

Individual or couple whomever services background to manage group home for handicapped young adults. Room, board, salary and benefits. Relief assistance provided. Send resumes to: Residential Coordinator, P. O. Box 2123, Chapel Hill, N. C. 27514.

Extension Notes

Car, Vanpools Not Always Cheap

By CHRIS TIEDEMANN N. C. State University

Car pools, vanpools and Help Wanted

CERAMICS, POTTERY INSTRUCTOR - Town of Chapel Hill. Part-time, 9-18 hrs tentatively. Teach ceramics &/or pottery to all ages; small class sizes. Requires thorough knowledge, good skill level. \$6/hr. Apply by August 7. Pkts./acc Dept, 200 Plant Rd, CH. ED/AAR.

Rehabilitation Counselor-In-Charge II

Completion of college course work in rehabilitation counseling and three years of experience in direct services to handicapped population or severely burned patients; or an equivalent combination of education and experience. In-depth knowledge of techniques and practices of rehabilitation counseling and guidance, including Federal and State laws and regulations pertaining to rehabilitation services essential. Current experience in a hospital burn unit or center helpful. Salary range: \$14,868-\$21,420. For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CITY OF DURHAM Job Opportunities

Telecommunicator I

Starting Salary \$15,576/yr. DEADLINE DATE: July 31, 1981

Affirmative Action Administrator

Starting Salary \$20,872/yr. DEADLINE DATE: July 31, 1981

Laborer II

Starting Salary \$9,106/yr. DEADLINE DATE: August 7, 1981

Rehabilitation Specialist

Starting Salary \$16,355/yr. DEADLINE DATE: August 7, 1981

Computer Systems Analyst

Starting Salary \$20,872/yr. DEADLINE DATE: August 7, 1981

Assistant Plant Supervisor (Water)

Starting Salary \$13,455/yr. DEADLINE DATE: August 7, 1981

SUMMER RECREATION POSITION

Tennis Facility Attendant

Starting Salary \$3.00/hr. DEADLINE DATE: August 7, 1981

PLEASE CONTACT:

Personnel Office, First Floor City Hall 101 City Hall Plaza Durham, N.C. 27701 Telephone: 683-4214

An Equal Opportunity/Affirmative Action Employer.

CITY OF DURHAM Job Opportunities

Site Coordinator

Starting Salary \$3,45/hr. (Hours: 1:30 - 5:30 p.m. Monday - Friday) DEADLINE DATE: August 7, 1981

Sports and Games Specialist

Starting Salary \$3.25/hr. (Hours: 2:00 - 5:30 p.m. Monday - Friday) DEADLINE DATE: August 7, 1981

Music and Drama Specialist

Starting Salary \$3.25/hr. (Hours: 2:00 - 5:30 p.m. Monday - Friday) DEADLINE DATE: August 7, 1981

Arts and Crafts Specialist

Starting Salary \$3.25/hr. (Hours: 2:00 - 5:30 p.m. Monday - Friday) DEADLINE DATE: August 7, 1981

PLEASE CONTACT:

Personnel Office, First Floor City Hall 101 City Hall Plaza Durham, N.C. 27701 Telephone: 683-4214

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DUKE UNIVERSITY POSITION OPENINGS

Table with 3 columns: Position, Description, Min.-Max. Salary. Includes roles like SR. SYSTEMS PROGRAMMER, SR. ELECTRONICS TECHNICIAN, MEDICAL TECHNOLOGIST, etc.

personal travel is valuable is simply that it could be used for something else. "Instead of spending five hours per week commuting to work the consumer could use this time working or relaxing," Walden says.

In evaluating your travel time, consider the monetary value of an extra hour of work time, if commuting time could be cut by an hour. Would it be worth using a slightly more expensive mode of transportation to have that extra hour free to work?

But perhaps your job has a fixed work schedule and would not allow you to work extra hours. Then you must consider whether you prefer that lower-cost transportation or more leisure time, Walden explains.

Another problem arises when the commuter dislikes his job so much that the extra hours on the job would not be valued more highly than

commuting time. The important thing to remember here is that the cheapest travel mode, in terms of out-of-pocket expenses, may not be the cheapest overall and it pays to evaluate your time needs.

ACCIDENTS AND AGING

As we get older, we must face up to being more accident-prone. According to Isabelle Buckley, extension specialist in aging at North Carolina State University, the in-home accident rate for people in their 40s is double that of those in their 30s.

The rate doubles again for people in their 50s; the rate in the 60s is triple that of the 50s and in the 70s and 80s, it's triple the 60s rate.

"We just have to face up to not being as accurate," Miss Buckley advises. "Athletes face up to age and prepare for

another career. We don't prepare." She advises recognizing the limits of our speed and agility.

In addition, the home can be made safer as we grow older. Light all stairways and have a lamp at bedside. Have handrails on both sides of stairs, tack down carpet, remove slippery throw rugs and use grab bars on bathroom walls and nonskid mats in tub.

SALT-FREE CANNING

Salt helps preserve the color and texture in canned vegetables and it adds flavor, but it does not prevent spoilage.

If you have been told by your doctor to avoid salt, you can prepare food for canning according to the instructions in your favorite reliable recipe book, says Dr. Nadine F. Tope, extension food specialist, North Carolina State University.

Processing time for vegetables canned without salt is the same as for vegetables with salt.

"Canning without salt is perfectly safe," Dr. Tope says.

ELKINS Summer Sell-Out

New '81 HORIZON MIZER 2 DR. \$5918 Plus N.C. Tax Delivered Price

79 CHAMP \$4995

74 PINTO 4 Speed Trans. \$1395

81 Reliant 4 Door Fully Equipped, Low Mileage \$7195

IMPORT PLYMOUTH CHAMP \$5858 Plus Tax

73 Valiant 4 Door \$1295

78 Horizon 4 Door \$3750

79 FORD TRUCK F100 Custom \$4550

ELKINS Chrysler-Plymouth 688-5511 Expressway at Mangum St. Durham, N.C.

Legal Notices

STATE OF NORTH CAROLINA DURHAM COUNTY IN THE GENERAL COURT OF JUSTICE SUPERIOR COURT DIVISION DOROTHY L. WALLER

HUGH M. HALL and SHIRLEY ROE HALL To: Shirley Roe Hall and Hugh M. Hall

TAKE NOTICE SHIRLEY ROE HALL and HUGH M. HALL, that a pleading seeking relief against you has been filed in the above entitled action. The nature of the relief being sought is as follows: money damages resulting from an auto accident which occurred on April 11, 1980.

TAKE NOTICE FURTHER that you are required to make defense to such pleading not later than September 2, 1981, and upon your failure to do so the party seeking service against you will apply to the court for the relief sought.

This, the 23rd day of July, 1981. ANTHONY W. BROWN, Attorney Post Office Box 951 Oxford, North Carolina 27565

Publication Dates: The Carolina Times July 25, August 1, 8, 1981

NORTH CAROLINA DURHAM COUNTY

Executrix Notice

Having qualified as Executrix of the Estate of Minnie Savage, deceased, this is to notify all persons having claims against the Estate of Minnie Savage to present them to the undersigned within six months from the date of the first publication of this Notice, or same will be pleaded in bar of their recovery.

All persons indebted to said estate, please make immediate payment.

This 27th day of July, 1981.

Clara S. Wilson Executrix

Estate of Minnie Savage, deceased 513 Colfax Street Durham, North Carolina 27701

PUBLICATION DATES: The Carolina Times August 1, 8, 15, 22, 1981.

The Best New & Used Cars Easy Financing Phone 682-9275 Colclough Auto Sales 612 Rigsbee Ave. Durham, N.C.

FOR \$25 HOW WOULD YOU LIKE TO HIRE A STAFF OF PROFESSIONALS TO SELL YOUR CAR, TRUCK OR MOTORHOME? WE ADVERTISE YOUR CAR WE DO THE ACTUAL SELLING DISPLAY YOUR CAR ON OUR LOT MULTIPLE LISTING SERVICE BANK FINANCING AVAILABLE WE HANDLE ALL NOTARY PAPERS NO STRANGE PEOPLE AT YOUR HOUSE NATIONAL AUTO FINDERS, INC. AUTO BROKERS HAS SELECTED HOWARD FORD-ISUZU AS THEIR EXCLUSIVE DEALER FOR THE DURHAM-CHAPEL HILL AREA. HOWARD FORD-ISUZU "We Keep Caring" EXPRESSWAY AT DUKE ST. EXIT - DURHAM, N.C. ACROSS FROM RAMADA DOWNTOWN - 682-8171 open 'til 8 P.M.

Dollar Power AT SOUTH SQUARE MOTORS LINCOLN-MERCURY-DATSUN DEALER LOOK WHAT \$100 OVER DEALER INVOICE WILL BUY!! PLUS DEALER INSTALLED OPTIONS, N.C. TAX AND TAGS. SOUTH SQUARE MOTORS 3612 CHAPEL HILL BLVD. PHONE 682-1475