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20 EMPLOYMENT



PLANNER III (Community Development Coordinator)

The City of High Point is seeking a Senior Division Head in full service planning/development agency servicing a growing city of 67,000 in a metropolitan region approaching one million. Responsibilities involve planning, administering, monitoring Community Development and Housing Rehabilitation programs, supervising a staff of four; coordinating grant-funded activities with strategic goals and comprehensive plan. Position requires master's stegree in planning or related field and five years experience with some supervisory and administrative experience; working knowledge of housing rehabilitation techni ques and underwriting, considerable contact with boards and citizens groups; strong supervisory and people skills. Starting salary range is \$23.722-\$30.000 If. you are creative and eager to join a young professional team, submit resume by June 30, 1987, to City of High Point, Employment Division, P.Q Box 230; High Point, NC 27261

PLANNER

EOE/M/F/H

The City of High Point Planning & Development Department, a fullservice municipal planning agency serving a growing, attractive community of 67,000 in a region of one million, seeks an energetic, dedicated and public service-oriented individual for the tong-range division. Individual would be involved in preparing area plans, developing design criteria and updating the comprehensive plan. The applicant should demonstrate skills in general planning, neighborhood conservation, cartography or graphics, strong written/ora communication, organization and research. Position requires master's degree or equivalent combination of education and experience: two years progressive experience preferred. Send resume to City of High Point Employment Division, P.O. Box 230. High Point, NC 27261 Deadline: July 1, 1987 EOE/M F/H

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STENOGRAPHER position ..

characterized as promo-

tional. Person selected will

type a variety of legal papers.

forms and correspondence:

using a dictaphone. Addi-

tional duties concern accep-

ting fees for services and

relieving the receptionist.

Twelve or more months of ex-

perience, 55wpm typing and

minimum age of 25 re-

quested. Hours: 8:30 a.m. to

5 p.m. Monday through Fri-

day. Pay begins at \$10,500

per year, plus company

Two or more years of ex

perience needed for this

SERVICE ADVISER opening

Duties: greet customers

record customer automotive

problems on service tickets

and dispatch work orders to

technicians. Auto-related ex

perience needed. Hours: 7.30

a.m. to 6 p.m. Monday

through Friday and alternate

Saturdays. Pay based or

commission of repair orders

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Four vacancies for COM

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volve the installation of wir

ing, fixtures and control

equipment according to

blueprints. Interested in

dividuals should have their

own tools and four or more

years of commercial elec-

trical experience. Hours: 7:30

a.m. to 4 p.m. Monday

through Friday; overtime pro-

bable. Pay range: \$7 to \$9 per

hour or higher, based upon

skills. (6914266/824261010)

INVOICE CLERK needed to

type credit memos to

customers, operate a CRT to

input data, type invoices and

credit forms, and com-

municate with customers. To

be considered, you should

have 12 or more months of

relevantexperience and light

typing skills. Hours: 8 a.m. to

5 p.m. Monday through Fri-

day. Pay will vary with ability.

from \$6 per hour up.

Hours can be flexible for this

CUSTOM TAILOR position.

King area employer needs

someone to measure and fit

garments to customers. You

should be fully experienced

in sewing and alterations to

be considered; ability to per-

form custom work would be

helpful. Hours can be

"tailored" to fit your

schedule. Monday through

Saturday for a total of 40

hours per week. Pay is open.

You'll need to be in good

physical condition to be con-

sidered for one of these 12

CONSTRUCTION WORKER

jobs, located in Yadkinville.

Jobs involve general laborer

activities in the laying of

systems. You would lift and

move materials and dig tren-

ches. Hours: 7:30 a.m. to 4

p.m. Monday through Friday.

Jobs may last through

January. Pay negotiations

begin at \$5.50 per hour.

(6914302/89687026) GM

piping

underground

(6913395/785361010) BJ

(6914244/214382014) KB

(6914271/620261918) MS

(6914327/203362030) JW

benefits

Knowledge of Medicare forms and procedures impor-MANAGER The duties consist of selling- and renting durable medical equipment and supplies. You would handle invoicing, billing, completing and submitting Medicare forms, and coordinating the delivery of rented and sold equipment. Twelve or more months of ex perience and typing skills of 35wpm required. Hours: 9:30 a.m. to 6 p.m. Monday through Eriday and 9 a.m. to 1 p.m. Saturday, with Wednesday afternoon off Pay will range to \$6 per hour company benefits offered

You'll need a valid N.C. driver's license and six or more months of experience that demonstrates plumbing and electrical skills to compete for this job for a MOBILE HOME SERVICE PERSON. Set up and repair new and used mobile home units for display or following the sale. Hours: 8 a.m. to 4:30 p.m. Monday through Friday: occasional overtime required. Pay will vary with abilities. \$5.50 per hour up. (6914333/899484010)

(6914282/295357010) KB

Twelve or more months of experience will suffice for this job for a HAIR EXTRACTOR. This person will remove body hair through the use of thread and one's hands. This procedure is used in situations where individuals are allergic to electrolysis and chemicals. Hours will total 40 per week. TBA Monday through Friday. Pay discussions begin at \$7.40 per hour. First step: a resume. (6914218/339687580) BW

A variety of duties compose this position for a DISPAT. CHER Primary responsibilities concern' dispatching service technicians and coordinating work with service and installation managers. Additional duties involve figuring costs on all service and installation work and performing invoicing and billing by computer. Two or more years of relevant experience required. Hours: 7:45 a.m. to 5 p.m. Monday through Friday. Salary open. (6914301/959167010) MS

SECRETARY needed to type correspondence, reports and public relations releases; proofread material; maintain files; organize records and maintain media mailing lists. Three or more years of relevant experience and typing speed of 60 wpm or better on one of our typing proficiency tests. Hours: 8 a.m. to 5 p.m. Monday through Friday Beginning of pay range is \$12,648 per year (6914295/201367030) JW

CLERK TYPIST vacancy. performing secretarial duties for a department. You would type ports and correst audit work to insure compliance to policy and procedures, and route telephone calls. High school diploma. 12 or more months of clerical experience and typing skills of 45 wpm. Hours: 8 a.m. to 5 p.m. Monday through Friday. Pay range: \$12,355 to \$17,867 per year (SO/203362010)

1417, Smithfield, NC 27577.

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ELECTRONICS ENGINEERING TECHNOLOGY. Individual will be responsible for teaching assignments in electronics in a TAC/ABET accredited curriculum as designated by the Department Chairperson and Division Dean. Individual will also be responsible for other curriculum and faculty-related duties as assigned. Mail application requests to: Administrative Assistant, Forth Technical College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103 AA/EOE

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Accounts Payable required. Individual will be responsible for accounts payable function, including maintenance and issuance of purchase orders and encumbrance system. A completed College application must be on file no later than July 10. 1987. Mail application requests to: Administrative Assistant, Forsyth Technical College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103. AA/EOE

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MANAGEMENT POSITION

The Gastonia Gazette seeks innovative, aggressive person to manage progressive 6-person classified dept. Newspaper experience required. Contact Ad Director, the Gazette, P.O. Box 1538, Gastonia, NC 28053. (704) 864-3291.

MAPPING TECHNICIAN The City of High Point Planning & Development Department is

seeking a person to fill the Mapping Technician vacancy. This position would be responsible for converting existing base maps to automated mapping system utilizing an Auto CAD work station. Applicants should possess any combination of education and experience equivalent to graduation from a technical school or college with a degree in a related field. Experience in geographic mapping, particularly in a CAD format, would be desirable. Salary range is \$14,414-\$22,468. Persons interested should submit a resume to City of High Point, Employment Division, P.O. Box 230, High Point, NC 27261

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EOE/M/F/H

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