Small Ads... Big Results! CLASSIFIED ADS just call 728-8200

NOTICE HELP WANTED HELP WANTED HELP WANTED HELP WANTED

DEADLINES

Tuesday word ads - DEADLINE 1 P.M. FRIDAY
Friday word ads - DEADLINE 1 P.M. WEDNESDAY

Tuesday Clsf. Display (block ads) DEADLINE 10 A.M. FRI.
Fri. Clsf. Display (block ads) DEADLINE 10 A.M. WED.

AFRO-AMERICAN CO. 728-8200

CARD OF THANKS

BEAMAN—The Family of the late **ETHEL DeSHIELDS BEAMAN**, wishes to express its heartfelt gratitude to everyone for the beautiful love and friendship extended to them during its bereavement. A special thank-you to Reverend Marion Bascom, the Douglas Memorial Community Church family, the Women's Club, the Foster Grandparent Program, and the neighbors and friends of Zion Towers, especially the 10th floor. We appreciate the cards, gifts, flowers, plants, and contributions to Camp Farthest Out. We thank you sincerely. God Bless You.
THE FAMILY

HELP WANTED

ADVERTISING SALES person for top rated radio station. Excellent benefits and commission. EOE. Resumes to Bruce Fox, B104 Radio. WBSD. 3701 Malden Avenue. Baltimore, Maryland 21211.

DP PROGRAMMER III (Micro Computer) Administrative Office of the Courts has an opening in Annapolis for a DP Programmer III (Micro Computer). Call 974-2353 for details and application. Closing date 2/19/88. EOE M/F/H.

SERVICE WORKER—Administrative Office of the Courts has an opening for a Service Worker. Must have valid Maryland operator's license. Call 974-2353 for details and application. Closing date 2/19/88. EOE M/F/H.

ADMINISTRATIVE OFFICE of the Courts has an opening in Annapolis for a DP Programmer Analyst Specialist IV Micro Computer. Call 974-2353 for details and application. Closing date 2/19/88. EOE M/F/H.

DP PROGRAMMER SPECIALIST IV. Micro Computer—Administrative Office of the Courts has an opening in Annapolis for a DP Programmer Analyst Specialist IV Micro Computer. Call 974-2353 for details and application. Closing date 2/19/88. EOE M/F/H.

TEACHER, BA preferred. Send resume to R. Smith, Reservoir Hill Head Start Center, 2001 Park Avenue, Balto., MD. 21217.

BARBER—Rent a chair. Go for self. Cheap. 945-1990.

FIELD WORKER—Fair housing outreach to the Black community. College preferred. Investigative analytical ability. Some night and weekend work. Car required. Milage allowance $12,500 plus benefits. Send resume to Baltimore Neighborhoods, Inc. 319 East 25th Street. Baltimore, Maryland 21218. EOE M/F.

BARBER WANTED. Licensed Northeast Baltimore, Call 235-1578.

EXECUTIVE DIRECTOR
The National Housing Law Project, a nonprofit legal services program, seeks an Executive Director to be located in its Berkeley, CA office. The project is funded by the Legal Services Corp. & other sources to provide specialized assistance on low-income housing & community development matters in litigation before federal agencies, in Congress and through training and publications. The Project's annual budget is $1,100,000.00. The Project employs seven staff attorneys in Berkeley and the equivalent of two in Washington, D.C. The Director will be responsible for leadership of substantive work, fundraising & overall administration. Salary: $55,000, plus generous benefits. Send resume to: David B. Bryson, National Housing Law Project, 1950 Addison St., Suite 200, Berkeley, CA 94704. AA/EOE.

RECEPTIONIST-MANICURIST, will train; also Managers, Beauticians, Barbers. Full and Part time. 243-6000.

LEGAL SECRETARY—Office of the Attorney General. 7 years office experience. 3 years legal word processing experience. NBI preferred but not necessary. Call Charlotte Zanaletti. 576-6444. EOE—Office will accommodate handicapped.

FREE MONEY for your organization. Absolutely no investment. Mrs. Powers. 569-7221—355-4218.

HELP WANTED

DO YOU have Party Plan or Sales experience? Top Management opening. Great car program. Will consider will take trainee. Mrs. Ayers. 569-7221—355-4218.

LICENSED PRACTICAL NURSES
Openings in the areas of acute intermediate and long term psychiatric geronotologic and medical surgical nursing. Educational opportunities available thru inservice, work study and tuition reimbursement. Good fringe benefits. Starting salary $19,467 to $20,902 per year depending on experience. Call Mr. Lippy, 795-2100 ext. 3416, Springfield Hospital Center. Sykesville, Md. 21784. EOE.

REGISTERED NURSE
Contractual position available on perdiem basis: $107.55 or $115.87 per 8 hours shift or $13.45 to $14.48 per hour depending on experience. Evening and nightshift available. ($5.00 differential evening and night). Call nurse recruiter, 795-2100 ext. 3418. Springfield Hospital Center, Sykesville, MD 21784.

REGISTERED NURSE
Springfield Hospital Center has immediate openings for nurses in the area of acute intermediate and long term psychiatric geronotologic and medical surgical nursing. Educational opportunities are available through in service work study and tuition reimbursement permanent evening/night shift assignments available. $50.00 bi-weekly differential. Free parking, approximately 40 minutes from Baltimore. Good fringe benefits. Starting salary $28,116-$30,291 per year $13.45-$14.48 per hour. Call nurse recruiter, 795-2100 ext. 3418. Springfield hospital center, Sykesville, MD. 21784. EOE.

DIRECTOR
Youth employment project: responsible for intake, client programs, classroom instruction job development. BA preferred. YWCA, 685-1460 Ext. 276. EOE M/F/H/V.

ENVIRONMENTAL INSPECTOR
Contractual, no benefits, 16K-20K. Degree preferred, strong writing skills. Contact B. Chambers, MD. Dept. of The Environment. 301-225-6792. EOE.

EXECUTIVE DIRECTOR
The Maryland Public Service Commission seeks a dedicated professional for the pos. of Executive Director. This high level management pos. coordinates the activities of accounting, engineering, rate research, transportation and legal units. Candidates should have extensive management exp., a familiarity with the regulatory process and exc. analytical communication and administrative skills. An advanced educational degree is pref. Please forward resume, salary history and writing samples to: Executive Director Selection Committee, Maryland Public Service Commission, 231 E. Baltimore St., Suite 1500, Balto., Md. 21202-3486.

CARPENTER
$9.14 Hour
We are currently seeking an individual who under supervision performs skilled carpentry repair, construction, and maintenance work in buildings and on building equipment; also some prefabrication and remodeling work.
Candidates must have a minimum of an eigth grade education and four years of experience as a carpenter, and a valid Maryland Driver's License.
We offer an excellent benefits package including health and life insurance, generous leave, paid holidays and an employer paid pension plan.
If you qualify, please complete a Housing Authority application only (no resumes please) and return no later than 2/19/88 to the:
Director of Personnel
Housing Authority of Baltimore City
222 East Saratoga Street
Room 101
Baltimore, Maryland 21202
AN EQUAL OPPORTUNITY EMPLOYER

Associate Information Systems Analyst

Hershey Foods Corporation, a Fortune 500 company, has an immediate need, due to growth, for a highly motivated individual to join the Corporate Information Systems Development group.
The Information Systems Development group provides traditional information systems development and implementation support for the Corporate Staff and for selected corporate-wide projects. The individual being sought will be involved in all phases of traditional systems development and implementation activities.
Candidates should have a BS in Business or Computer Science and at least 2-4 years experience in a dynamic management information systems environment. Experience in the design and implementation of automated accounting, financial and human resources systems and the use of large IBM mainframes, structured programming techniques, telecommunications, and personal computers would be a plus.
We offer a competitive salary and benefits package and a rewarding opportunity. If you seek a challenge and desire to work in a professional corporate environment, send your resume with salary history in confidence to: Human Resource Administration,

Hershey Foods Corporation
14 E. CHOCOLATE AVE., HERSHEY, PA 17033
An Equal Opportunity Employer M/F
committed to the future

ASSISTANT DIRECTOR OF INTERNAL AFFAIRS & FIELD INSPECTION
$32,330 - $42,031
We are seeking an individual who under general supervision of the Director of Security, performs a variety of administrative and technical security and law enforcement work; and does related work as required.
Applicants must have graduated from a college or university of recognized standing, preferably with a Bachelor's degree in Public Administration or the Behavioral Science, Law Enforcement, Criminal Justice and four years of progressively responsible administrative experience in law enforcement, security work, and/or criminal investigation. Two years of which must have been in a supervisory capacity.
We offer an excellent benefits package including choice of health plans, life insurance, paid holidays, generous leave, and much more.
If you qualify, please complete a Housing Authority application or send a detailed resume and return no later than 2/19/88 to the:
Director of Personnel
Housing Authority of Baltimore City
222 East Saratoga Street
Room 301
Baltimore, Maryland 21202
AN EQUAL OPPORTUNITY EMPLOYER

RECEPTIONIST/SWITCHBOARD OPERATOR

Full time position in Bolton Hill section of Baltimore City. Requirs high school degree or equivalent, 3 years experience as switchboard operator with some general office experience. Good typing skills required. Salary $12,000. Please contact Mr. Michael Chambers, Personnel Officer at 825-3700 or send resume to Family and Children Services, 303 W. Chesapeake Ave., Towson, MD 21204. EOE-M/F.

FOREMAN-HEATING MECHANICS
$18,347 - $23,848
We are currently seeking an individual who under general supervision, supervises and may assist employees engaged in work on the operation and maintenance on automatic boiler rooms and their distribution systems; maintains accurate records relating to boiler's operation; train personnel for auto plant operation; order needed materials; and does related work as required.
Candidate must have completion of the 10th grade and 5 years experience in the operation and maintenance of Boiler Plant; possession of a valid Maryland First Grade Stationary Engineer's License; valid Maryland Driver's License and full-time use of an automobile.
We offer an excellent benefits package including choice of health insurance, life insurance, generous leave, paid holidays and pension plan.
If you qualify, please complete a Housing Authority application only (no resumes please) and return no later than 2/19/88 to the:
Director of Personnel
Housing Authority of Baltimore City
222 East Saratoga Street
Room 101
Baltimore, Maryland 21202
AN EQUAL OPPORTUNITY EMPLOYER

Teacher

TEACHER (DAY CARE CENTER) CONTRACT
$11,500
The Housing Authority is currently seeking individuals who under the immediate supervision of the Day Care Director is responsible for developing and teaching a well planned educational program.
Candidates must possess two years Early Childhood Education from a recognized college or university, 1 64-hour Teacher Certification, plus two (2) years experience involving early childhood education/or a degree from a recognized college may be substituted for experince. Applicants must possess a valid Maryland Driver's License and have full-time use of an automobile. Some night and week-end work is expected in this position.
If you qualify, please complete a Housing Authority application only (no resumes please) and return no later than 2/19/88 to the:
Director of Personnel
Housing Authority of Baltimore City
222 East Saratoga Street
Room 101
Baltimore, Maryland 21202
AN EQUAL OPPORTUNITY EMPLOYER

STAFFING

ANNE ARUNDEL COUNTY CAREER OPPORTUNITY

POLICE OFFICER
ANNOUNCEMENT #87-179
Graduation from a standard high school or a GED certificate, successful completion of recruit training and probationary period, and possession of a valid Class D drivers license issued by the State of Maryland, or an equivalent combination of acceptable education and experience. Applicant must also be a U.S. citizen and be age 21 at time of graduation from the Academy.
NOTE: In order to become an Anne Arundel County Police Officer, you must successfully complete a written examination, an oral examination, a medical screening, a psychological screening and a background check. Applicants will **NOT** be required to take a physical strength or agility test as part of the selection process. However, all applicants who are selected will be required to complete successfully the training academy. This position requires shift work. Salary: $21,986-$27,455.
Applications must be on the employment form used by Anne Arundel County, and must be received no later than 4:00 p.m. on WEDNESDAY FEBRUARY 17, 1988.
Application forms are available by calling 841-6750X1721
Send Applications to:
ANNE ARUNDEL COUNTY
Officer of Personnel
P.O. Box 1831
Anne pls, MD 21404
An Equal Opportunity/Affirmative Action Employer
(FEMALES AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY)
33367

SECRETARY

29 hour per week position available for 1 year in Bolton Hill Section of Baltimore City. Requires high school or equivalent, 3 years of office experience, good typing skills. May require evening or weekend work with flexible hours. Salary: $9,960. Please contact Mr. Michael Chambers at 825-3700 or send resume to: Family & Children Services, 303 W. Chesapeake Ave., Towson, MD. 21204. EOE M/F.

HOME CARE EDUCATOR/COORDINATOR

Full time position for home care training coordinator, 1 year contract, degree in nursing or education required. Must have knowledge of home care, good communication, organizational and supervisory skills required. Send resume and recent references to Mr. Yeshitila Araya, Director of Operations, Family and Children Services, 303 W. Chesapeake Ave., Towson, MD, 21204, EOE-M/F.

CEMENT FINISHER
$9.16/Hour
We are currently seeking an individual who under immediate supervision, performs skilled work in spreading, puddling and finishing of cement and related materials.
Applicants must possess an eighth grade education and have two years experience in masonry and drainage work. One year of which must have been in finishing cement; boat hoe experience is desirable.
We offer an excellent benefits package including health and life insurance, generous leave, paid holidays and an employer paid pension plan.
If you qualify, please complete a Housing Authority application only (no resumes please) and return no later than 2/19/88 to the:
Director of Personnel
Housing Authority of Baltimore City
222 East Saratoga Street
Room 101
Baltimore, Maryland 21202
AN EQUAL OPPORTUNITY EMPLOYER

PROGRAM SECRETARY
Secretarial for in-home care services. Requires high school or equivalent, 3 years of office experience where typing and work with figures were of primary importance. May require evening or weekend work with flexible hours. Salary $13,000. Please contact Mr. Michael Chambers, Personnel Officer, at 825-3700 or send resumes to Family and Children Services, 303 W. Chesapeake Ave., Towson, MD 21204. EOE-M/F.

CIRCULATION

Must be experienced in Sales or Marketing. The individual must have a car, be responsible and self-motivated. For further information call:
AFRO-AMERICAN NEWSPAPERS
728-8200, EXT. 260
Between 9:00 a.m. and 5:00 p.m.

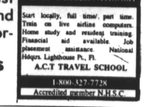
SUMMER EMPLOYMENT
High School seniors and college students. The U.S. Transportational Authority has a limited number of summer positions available in the clerical, engineering and maintenance areas. For application and further information call 563-7158. Application must be postmarked between January 15 - February 17, 1988.
BO/AA EMPLOYER (M/F/H)

SECRETARIES
Professional, confidential secretarial positions available for high level Executives in Baltimore City Dept. of Public Works. Salary range $15,527 to $25,257 commensurate with ability. Excellent shorthand, typing, organizational skills, knowledge of office protocol, ability to exercise sound judgement, ability to deal effectively with supervisor, other employees and the public with tact and courtesy a must. If you possess all of the above, and have experience working inan Executive setting, call the Public Works Personnel Office, Monday thru Friday 8:30 a.m. to 4:30 p.m. (301) 396-3330 to schedule an interview. Preference given to City residents..
EOE

JOB TRAINING IN JANITORIAL MAINTENANCE SERVICE
A free 12 week training program in janitorial management service is being offerpd by the Neighborhood Progress Administration under the JTPA funding act. The program is designed for persons interested in obtaining employment in the area of cleaning service for institutions and businesses. Trainees will receive a weekly allowance during training.
QUALIFICATIONS:
Applicants must be Baltimore City residents and meet Federal Income Guidelines. Trainees must be 55 years of age or older and physically able to perform routine janitorial tasks. Training is scheduled to begin February 22, 1988. For information contact your nearest Manpower Service Center or call 243-1252. 243-1253.

College Activities Program Specialist
Part-time, 10 max. (21 hrs/wk). Salary range is $9,782-$11,143. Position begins Apr. 4, 1988. Bachelor's degree required. Previous participation in variety of co-curricular college activities, including leadership positions; creative in designing activities to involve diverse student body; understanding of group dynamics & ability to work effectively with groups; organizational skills; flexible work hours. Deadline to apply is Fri., Feb. 26, 1988, 4:30 p.m. To apply send cover letter, complete current resume, official transcripts and 3 letters of recommendation to Personnel Office, Frederick Community College, 7932 Opossumtown Pike, Frederick, MD 21701.
FCC IS AN AA/EOE

ATTORNEYS
Maryland Disability Law Center, providing legal services to people with disabilities, has openings for Staff Attorneys in Cambridge (Eastern Shore), Upper Marlboro and Baltimore offices. Child Abuse and Neglct, Adult Guardianship, Mental and Physical Disability Law. Should have sensitivity to discrimination on basis of race and disability, and ability to relate to diyersed population. Send resume to: Hiring Committee, MDLC, 2510 St. Paul St., Balto., Md. 21218. 301/333-7600.
EEO/AAE



SOCIAL WORKER
Full time position in adoption department of Baltimore City. Requires LCSW, experience in a adoption. Will provide pregnancy counseling, adoption group home studies and post placement services. Salary range starts at $20,000. Please contact Mr. Yeshitila Araya, Family and Children Services, 303 W. Chesapeake Ave. Towson, MD 21204. EOE-M/F

MAINTENANCE ASSISTANT

Full time position in Baltimore City. Requires high school education or equivalent. Ability to do maintenance work and follow instructions. Valid driver's license required. Must be flexible regarding job duties. Starting salary $12,000. Please contact Mr. Yeshitila Araya, Director of Operations, Family & Children Services, 825-3700. EOE M/F.

SPECIAL NOTICE

The Joint Apprenticeship & Training Program for the Electrical Industry of Baltimore, Maryland and vincinity is accepting applications until February 29, 1988 for the July 1988 Electrical Apprentice Class.
Applicants must apply, in person, between 9:30 a.m. and 3:30 p.m. Monday thru Friday in Room 215 at 2701 West Patapsco Avenue Baltimore, Maryland, 21230.
Applicants are accepted without regard to race, color, religion, national origin, age or sex.

SECRETARY/REGISTRAR
High school grad. with 3 years secretarial experience including office equipment. Contact Ursula Hawkins, 669-3345. YWCA. Upton Day Care Center. 1901 Pennsylvania Ave. 21217. EOE. M/F/H/V.

DIRECTOR OF HOUSING

Revitalization for non-profit-umbrella agency in Northwest Baltimore, responsible for rehab-project management, rehab-loan fund administration and community development. Salary commensurate with qualifications. Resumes by 2/22 to NWBC, 3319 W. Belvedere Ave., Balto., MD. 21215.

MAINTENANCE SUPERVISOR

Full time employment available for mature and responsible person with minimum 4 years experience and technical knowledge in housing construction and maintenance techniques, or some other acceptible combination of education or experience. High school gradute or equivalent. Must be self starter, reliable, good physical condition, have ability to supervise and schedule work tasks, good driving record and reliable references. Only persons experienced should apply. Send resume to Anne Arundel County, Housing Authority, 7885 Glen Burnie, MD. 21061. Applications close February 19, 1988 at noon. E.O.E.

HOUSING AND DEVELOPMENT COORDINATOR
HARFORD COUNTY GOVERNMENT
Harford County, MD, has a position open for a Housing & Development Program Coordinator to act as representative for Harford County Government at meeting with developers and others in the housing industry to promote the development of affordable housing for low and moderate income residents. This is a 1 year Contractual Position. Duties and responsibilities will include, but are not limited to: an understanding of real estate, mortgage and residential financing along with a knowledge of Fair Housing. Laws and regulations; assist in the implementation of the counties recently adopted comprehensive fair housing and affordable housing program; working knowledge of the variety of public, quasi-public and private sources of the field of housing and/or fair housing. Salary $33,000 to $38,000 depending on qualifications. Applications must be obtained from the Personnel Office 220 S. Main St., Bel Air, MD. 21014, Monday-Friday between 8:30 a.m. and 4 p.m. or by calling (301) 838-6000 ex 279-2000. Applications must be returned to the Personnel Office and will be accepted until February 22, 1988. EOE/AAE. We do not discriminate on the basis of handicapped status.

CLASSIFIED SALES REP

The AFRO-AMERICAN CO. is seeking a Classified Sales Rep. for its Classified Advertising Dept. This pos. requires excellent communications and typing skills. Telemarketing experience preferred but not necessary. We offer Company paid benefits including health & dental plan, vacation, holidays & sick leave. If interested call for appointment Mon. thru Fri. 10 a.m. to 3 p.m., Ms. Carolyn Alston or Mrs. White, 728-8200 Ext. 235.

SERVICES

LEAD PAINT POISONING?

Your Child May Have A Right To Money Damages
*Even if never hospitalized
*Even if poisoned as long as fifteen years ago—
Your child may STILL have a right to Money Damages
Find out your legal rights
Call: Saul E. Korpelman, Attorney
Office: 547-0202
Home: 561-5227
Free Consultation
Expert Representation
No Recovery No Fee

NOTICE HELP WANTED HELP WANTED HELP WANTED HELP WANTED HELP WANTED SERVICES APT. FOR RENT

Publisher's notice.
"All real estate advertised in this newspaper is subject to the Federal Fair Housing Act of 1968 which makes it illegal to advertise any preference, limitation or discrimination based on race, color, religion, sex or national origin, or an intention to make any such preference limitation, or discrimination."
"This newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis."

HELP WANTED

SALES

Food broker/manufacturers representative opportunity outside of the food business. Previous sales experience required. Must be self-starter, good organizational, writing and presentation skills. Position is salary plus commission. Forward resume to Rick Mack. 8001 Park Heights Ave., Balto., MD. 21208. EOE.

SECRETARY
MARYLAND STATE TEACHERS ASSOC.
Qualifications: High school diploma or equivalent, typing - 40 wpm, ability to: operate standard office equipment, use word processing equipment, perform basic arithmetic computation, and insure accurate correspondence.
Responsibilities: types and files letters, reports and other documents, operate switchboard and other standard office equipment, compiles, types, reproduces and distributes packets for meeting, arranges meetings, performs other duties as assigned.
Salary: $12,324-$20,208 with full fringe package. Date of employment: as soon as possible. Call 301-727-7676 for application form. Deadline for receipt of application and resume: 2/26/88. All correspondence should be addressed to: Michael A. Butera, Executive Director, 344 N. Charles St. Balto., MD. 21201.
Equal Opportunity Employer

DIRECTOR OF OPERATIONS

Full time employment available for mature, and professional person with 4 year accredited college or university degree in Business Administration, Public Housing Administration, or equivalent; minimum 2 years experience in Housing and Maintenance Management Program or an equivalent combination of acceptable education and experience. Must have thorough working knowledge and experience with computer/data processing systems; be a self starter, reliable, good physical condition; have the ability to organize and deligate workload and responsibilities; reliable references required. Salary $25,000 plus. Send resume to Anne Arundel County Housing Authority, 7885 Gordon Ct. Glen Burnie, MD 21061. Applications close February 19, 1988 at noon. E.O.E.

Quality Control

INSPECTOR FABRICATION QUALITY CONTROL

Position requires basic knowledge of Quality Control in the manufacturing environment.
Successful applicant will have knowledge in the operation of press brakes, punch presses, power shears and spot welding. Must have knowledge of sheet metal drawings and quality control experience in the fabrication of sheet metal parts.
If you feel qualified for this position please tell us about yourself in a resume which should include salary history to: BOX 47V, c/o AFRO-AMERICAN CO., 628 N. Eutaw St., Balto., Md. 21201.

SUPERVISOR/PLACEMENT SERVICES
PRYDE an established foster family based treatment program of the Pressley Ridge Schools is starting a program in Maryland for special need children. The position of supervisor of placement services is now open. We are looking for an energetic, resourceful, professional witha commitment to providing results oriented special foster care. An exciting opportunity for the right person. Requirements: MSW in Social Work from an accredited school of social work, minimum of 2 years experience in Child Placement. Licensure as a graduate or certified social worker in Maryland. Excellent benefits and competitive salary. Send resume or contact P. J. Lynch at 6302 Dewey Drive, Columbia, MD. 21044. 301-740-3311.

RESIDENTIAL ASSISTANT
Residential program serving women in crisis is seeking human service workers for all shifts. Qualifications: AA degree in Human Services, with 1 year experience in Human Services Residential program. Send resume; Shelter Manager, P.O. Box 324, 12035 Reisterstown Rd., Reisterstown, MD. 21136. EOE M/F/H/V.

SOCIAL WORKERS

Challenging positions (2) to provide individual, group and family therapy to sexually abused children and their families. Prefer strong clinical background in Mental Health or Child Welfare and 1 year post-grad experience. Requires MSW and Maryland State Licensure. Salary range $23,644-$30,291. Please call S. goldstein at 361-3927 or S. Carter at 361-2669. Baltimore City Department of Social Services. EOE.

RECEPTIONIST/FILE CLERK
Law office, downtown location. Immediate opening. Light typing, 45 wpm, filing, answering phones, Salary $9,500 and up. Good benefits. Call 539-5340 for an appointment. Equal Opportunity Employer.

SCIENCE FOR THE LIBERAL ARTS

Manhattanville College, a culturally diverse liberal arts institution, seeks a person to work with college faculty to develop curricula in the sciences to enable the college to strengthen its teaching of the sciences to enable the college to strength its teaching of the sciences to undergraduates.
The applicant should have a doctorate in science, mathematics or science education and interest and experience in problems of teaching science to a diverse student body.
The initial appointment will be for 3 years at an appropriate professional rank beginning September 1988 or earlier.
Interested applicants should write by March 14th to: Dr. Myers, Provost, Manhattanville College, Purchase, New York 10577. Equal opportunity employer.
Manhattanville College

SECRETARY
Program serving women in crisis and transition is seeking a part time secretary. Responsibilities include typing, maintaining files, statistics, petty cash and ordering supplies. Openings in Baltimore County. Send resume to: Shelter Manager, P.O. Box 324, 12035 Reisterstown Rd., Reisterstown, MD 21136. EOE M/F/H/V

EDUCATION
Md. St. Dept. of Educ.
Personnel Specialist III, Unclassified, Position #039392, Grade 13 ($21,409 - $28,116), maximum reached in six annual increments.
This is professional work responsible for planning, organizing, and carrying out procedures for the recruitment, selection and employment of personnel of the Maryland State Department of Education.
MIN. QUALS: Bachelor's degree from an accredited four-year college or university; three years of administrative experience. At least one year of the required experience must have been specialized experience in the area of employee recruitment and selection, personnel program evaluation, personnel policy formulation, employee-employer relations, job analysis, job evaluation or salary administration. Professional experience within the state agency or local education agency is highly desirable.
NOTE: Applicants may substitute 30 graduate semester credits from an accredited college or university in the field of personnel administration, business administration or public administration for one year of the general administrative experience.
Applicants must complete the Application for State Employment, Form MS-100, indicating applications for POSITION #039392. Requests for Applications must be directed to the State Department of Education, Organization and Personnel Office, 200 West Baltimore Street, Baltimore, Maryland 21201, Phone (301) 333-2038. The Application and any support documentation, must clearly demonstrate that the applicant meets the prerequisite minimum qualifications and possesses the essential competencies for the position. All applications will be acknowledged. The closing date for the receipt of applications is February 24, 1988.
Membership in the State Employees Pension System, travel throughout the State and proof of eligibility to work in compliance with the Immigration Reform and Control Act are required.
THE MARYLAND STATE DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WITHOUT REGARD TO RACE, SEX OR AGE. MINORITIES, WOMEN AND HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO APPLY.

EDUCATION
Md. St. Dept. of Educ.
Staff Specialist III, Special Education, Position #039675, Grade 17, ($28,904 - $37,966). Maximum reached in six annual increments.
This is professional work administering the Special Education Complaint Procedure of the Maryland State Department of Education, including the investigation of complains which allege a violation of federal or state law or regulation pertaining to special education for handicapped children.
MIN. QUALS: **Education:** Master's degree in Special Education, Guidance and Counseling, Pupil Personnel Services, or Psychology. **Experience:** Administrative experience in a special education program is required. Teaching and/or supervisory experience in a public school special education program is desirable.
Applicants must complete the Application for State Employment, Form MS-100, indicating applications for Position #039675. Applications must be directed to the State Department of Education, Organization and Personnel Office, 200 West Baltimore Street, Baltimore, Maryland 21201, Phon e(301) 333-2038. The Application, and any support documentation, must clearly demonstrate that the applicant meets the prerequisite minimum qualifications and possesses the essential competencies for the position. All applications will be acknowledged. The closing date for the receipt of applications is February 24, 1988.
Membership in the State Employees Pension System, travel throughout the State and proof of eligibility to work in compliance with the Immigration Reform and Control Act are required.
THE MARYLAND STATE DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WITHOUT REGARD TO RACE, SEX OR AGE. MINORITIES, WOMEN AND HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO APPLY.

HOWARD COUNTY JOB OPPORTUNITIES
Howard County Government is accepting applications for the following vacancies. A Howard County application must be received or postmarked by the indicated deadline:
HIGHWAYS SUPERINTENDENT
Seeking an experienced heavy construction supervisor to oversee highway maintenance operations covering a designated zone of the County. Will supervise skilled workers, truck drivers and equipment operators engaged in highway, bridge and storm drain repair work. Also performs a variety of administrative tasks managing atha daily operations of the highway year and maintenance facility. Salary range if $29,636 to $38,846/yr. Requires h.s. grad., Md. Class D driver's license, and 6 yrs. heavy construction experience, including 2 yrs. as supervisor. **Deadline: 2/19/88**
ENGINEER II
Seeking applications for an experienced environmental engineer, familiar with process control, to lend significant technical support to wastewater treatment plant operations. Will oversee industrial waste monitoring program, design treatment process improvements, and apply computer modelling and software knowledges to strategies. Salary range if $29,636 to $38,846/yr. Requires B.S. in related engineering field plus 2 yrs. professional experience. **Deadline: 2/19/88**
LABORATORY TECHNICIAN
Seeking applications for an individual to perform skilled laboratory testing and analysis at the Little Patuxent Wastewater Treatment Plant. Will collect samples prepare solutions, conduct tests and maintain results Salary range if $20,180 to $26,440/yr. Requires h.s. grad with some course work in physical or lab sciences plus 1 year of lab experience. **Deadline: 2/19/88.**
INVESTIGATIVE AGENT
Seeking applications for an Investigative Agent in the Consumer Affairs Office. Duties include investigating citizen complaints alleging violations of local Consumer Protection Code; mediating complaints; and preparing written reports for administrative hearings in Circuit Court. Requires the equivalent of completion of an associate's degree in law enforcement, business or public administration or social science plus 2 yrs. of investigative experience. Salary range is $21,490 to $28,212/yr. **Deadline: 2/19/88.**
All positions include a comprehensive fringe benefits package.
To obtain an application form, contact:
HOWARD COUNTY PERSONNEL
3430 COURTHOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-3035
DEAF TELETYPE ONLY (301) 992-2323
M/F EOE HANDICAPPED

MAINTENANCE MECHANIC
Maryland Science Center has a full time position available for a dependable person experienced in building equipment operations, to include plumbing, electrical and basic tools. Must be available weekends and evenings. To apply please send letter and work history to Human Resources, Maryland Science Center, 601 Light St., Baltimore, Maryland 21230
EOE/M/F

ADMINISTRATIVE COORDINATOR

An immediate opportunity is available for an individual with secretarial experiences and a knowledge of accounts receivable. To be considered, you must have a proven track record of proficiency in all secretarial duties such as typing, word processing, shorthand and recorded transcription. Other duties will include posting sales and cash receipts. (PC knowledge a plus)
We offer a competitive wage and benefits package. If you are qualified and interested in pursuing this opportunity, please send resume with current salary to:
Human Relations Administrator
McCORMICK CONSTRUCTION CO.
11013 McCormick Road
Hunt Valley, Maryland 21031
Equal Opportunity Employer M/F

DAY CARE/SENIOR STAFF

BS, AA or ECE, with 2 years teaching experience. Ability to plan and implement developmental programs for preschool children. Contact Mary Lou Teel, Director, 879-3567. YWCA Bel Air Day Care Center. 309 Thomas Run Rd., Bel Air, MD 21014. EOE. M/F/H/V.

RADIO TECHNICIAN
The Baltimore Gas and Electric Company has an immediate opening for a Radio Technician with the following qualifications:
— Four years experience in electronics as applied to UHF/VHF 800 MHZ and other radiotelephone equipment repair and maintenance;
— Working knowledge of "SMARTNET" controlled 800 MHZ trunked repeater equipment;
— Demonstrated ability to read and interpret complex schematics and wiring diagrams.
The Company offers stimulating and challenging work, with highly competitive salaries and an outstanding benefits package.
For confidential consideration, submit a resume including salary requirements to:
C. T. LEWIS
EMPLOYMENT REPRESENTATIVE
BALTIMORE GAS & ELECTRIC COMPANY
P.O. BOX 1475
BALTIMORE, MD 21203
AN EQUAL OPPORTUNITY EMPLOYER M/F

PLANNING

MANAGEMENT CONTRACT POSITION TRNASPORTATION SERVICES FOR DISABLED CUSTOMERS

The Mass Transit Administration is seeking Assistance in Developing a long term plan for transportation services for disabled customers. This project will require skills in Program Planning, Development, and Evpulation, excellent oral and written communication skills; and applicable technical skils.
Minimum qualifications are graduation from an accredited four year college or university and six years of progressively responsible professional experience in Program and Policy Planning and Development. Knowledge and experience in Programs and Services for disabled individuals and/or transportation are highly desireable.
The employee will work on an as needed basis. No more than 20 hours per week. The project is expected to be completed within one year. Local travel may be required.
Please submit resume with position title (Management Contract Position) CLEARLY indicated (including your current salary and compensation requirements) no later than February 19, 1988 to:
MASS TRANSIT ADMINISTRATION
Employment Office
300 West Lexington Street
Baltimore, Md 21201-3415
"For a Complete Listing of all MTA positions open this week, Dial MTA-JOBS (682-5627)"
Equal Opportunity Employer

SOCIAL WORKER

Full time position as broker/advocate in new federally funded program which focuses on mainstreaming older adolescents leaving residential treatment or foster care. 1 year renewable federal grant position, Involves case management, advocacy, and coordination efforts of youth serving agencies. Emphasis on community work. MSW or equivalent. 2 years experience, requires experience in working with youth serving agencies, as well as disturbed adolescents. Starting salary $25,000. Send resume and recent references to Mr. Yeshitila Araya, Director of Operations. Family & Children Services, 303 W. Chesapeake Ave., Towson, MD. 21204. EOE M/F.

EXECUTIVE DIRECTOR
Individual sought for non-profit Metropolitan community program in Howard County, Family and degree, exp. with volunteers, fund raising. Salary $22 - $20 to $25k. Send resume to: NDC. P.O. Box 271 27110, Balto., Md. 21230.

SOCIAL WORK
MSW required. Full time position not for minority organization program in Howard County, Family and individual counseling, groups: children, adolescents, adults. Send resume and recent references to Mr. Yeshitila Araya, Director of Operations, Family & Children Services, 303 W. Chesapeake Ave., Towson MD 21204. EOE M/F.

SOCIAL WORK ASSOCIATE I
STARTING SALARY $ @ $15,958
MIN. QUALIFICATIONS: include Bachelor's degree in Social Work. Candidate must be licensed by Maryland State Board of Social Work Examiners prior to appointment. State position with liberal fringe benefits. Applicants will take place at Harford County Community Rehabilitation Program. Duties will include linkage with mental health counselors securing client entitlement and record keeping. Please contact L. J. Story at 879-7742 between 9:00 & 4:00, please respond by Feb. 22, 1988. Equal Opportunity Employer

INDUSTRIAL NURSE
We have an immediate opening for a Registered Nurse in our Employee Relations Dept. Previous industrial nursing experience is required, as is Worker's Compensation experience, Day shift hours, and a very competitive benefit package. We are An Equal Opportunity Employer and encourage qualified female and minority applicants. Interested applicants should submit resumes to:
Employee Relations Dept.
STAR SUGAR CORP.
P.O. Box 838
Baltimore, MD 21203

MEDICAL/LPN
Work with the mentally ill children in a forensic residential program in a psychiatric hospital in Jessup MM qu Maryland will train. Good communication and writing skills required. Working with disturbed patients to ill at communication, contacting, Contractual and seclusion work which will lead to permanent employment. $8.80 per hour LPN eligible at $9.