

## Help Wanted

**OFFICE-GENERAL**  
**LEGAL ASSISTANT**  
 law background & computer  
 experience required. Small South-  
 west law office. Salary & benefits  
 commensurate with experience.  
 For appointment 352-4341

**1. SECRETARY - Southfield/**  
**Warren area.** Workers compen-  
 sation experience necessary. Bene-  
 ficial. Call Diane 644-2213

**1. SECRETARY - full and part**  
**time** 3 years experience. Computer  
 experience required. WorldStar,  
 Legal Firm. Call Nancy 353-3810

**LEGAL SECRETARY**

**LEGAL SECRETARY**  
 Licensed, for Pt. Law office,  
 Working and Well-kept home.  
 P. excellent salary. Ask for  
 737-8400

**LEGAL SECRETARY - THOMAS**  
 an beginner with good  
 al office experience. Excellent  
 and prompt response. Word  
 processing experience helpful.  
 Margaret 649-5600

**LEGAL SECRETARY**

experience. Also needed  
Processor, FBI experience  
Sandstrom, 2020  
Detroit, 2020  
Bldg., Detroit, MI 48226

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**LEGAL SECRETARY**  
City law firm. Litigation of  
reels and word processing  
experience required. Salary  
commensurate with experience. Non  
ex. Sandstrom to  
Material Committee, P.O. Box  
4, Troy, MI 48069-9454

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**LEGAL SECRETARY**  
Unfamiliar general practice law  
firm. Some experience necessary.  
552-5460

**LEGAL SECRETARY/Experienced**  
and worker's compensation  
case. Salary commensurate with  
experience. Law Offices of Donald  
R. Lawrence, 563-1582

**LEGAL SECRETARY - Downtown**  
Typing Word Processing WordPer-  
fect 5.0 preferred. 55wpm, dicta-  
tion, excellent speller. Good sal-  
ary/benefits. 563-5090

**LEGAL SECRETARY**  
minimum 3 years experience  
Birmingham domestic relations  
Non-smoker preferred. Salary  
commensurate with experience

**LEGAL SECRETARY** - Full and part-time positions. 2 yrs. experience. \$53/min. dictaphone. Word processing necessary. Salary based on experience, benefits. Birmingham Office 540-3340

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**LEGAL SECRETARY** - 10 yrs. experience required. Perfect and dictaphone used. Plaintiff office setting. Competitive salary. Resume needed. 540-0677

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**LEGAL SECRETARY**  
**\$25,000**

**LEGAL  
SECRETARY**  
To \$24,000  
Well-known Oakland City firm, Medical Practice experience needed. Opportunity to advance. Generous benefits & raises. 35 Hour Week. Call Paul & Linda Callahan 772-6760  
**SNELLING & SNELLING**

**Lightning Fingers**

Key in with us!

Southfield office is looking for  
production evening data entry  
sters who:

- Have a minimum of 10,000  
strokes per hour.
- Own field title area

OUR BENEFITS CAN'T BE BEAT.  
INQUIRE ABOUT OUR FREE  
HEALTH AND CHILDCARE PLAN.

**COLSTEN**

**TEMPORARY SERVICES**

|                |          |
|----------------|----------|
| ington         | 354-0558 |
| iborn          | 441-3181 |
| ort            | 962-0430 |
| thfield        | 354-0558 |
| y/Auburn Hills | 841-9930 |
| W/IF/H/N       | NO FEE   |

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**MAIL CLERK**

Seasonal Southland organization  
Individuals to handle day to  
general mail room responsib-

Dismissal will include, but are not limited to, sorting & distributing mail (internally) in addition to tasks when needed in various firm departments. Ideal candidate will be a working and a team player. Starting salary ranges from \$6 to \$5 per hour, plus benefits. If invited please send resume to: Ms. Horn, PO Box 991, Southfield MI 48037.

has Immediate  
mature, organized  
nature. Job requires  
wpm, ability to  
information and  
workload with little  
resume including

**CAREERS**  
company, a FORTUNE 500 sup-  
plier, has opened a sales and  
marketing office in Detroit, MI. We are seeking energetic  
sales and staff with customer  
experience. Call 800.855.8555 or  
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...with salary requirements

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