

**8/5/11**  
**Highlighted Opportunities**

**Motor Vehicle Specialist I**  
**Recruitment #080411-MBCB01-551100**

Opening Date: 8/5/2011

Closing Date: 8/11/2011 11:59:00 PM

Type of Recruitment: Open Competitive

Salary: Yearly: \$23,283.00/Min - \$29,104.00/Mid

Pay Grade: 6

Shift Hours: M,T,TH, F - 8:00 a.m. - 4:30 p.m.; W - 12:00 p.m. - 8:00 p.m.

Employment Type: Actual Vacancy

Employment Term: Regular

Agency: DOT/Motor Vehicles/Driver Services

Location(s): DMV Administration Building: (303 Transportation Circle, Dover, DE, 19901)

Contact Name: DeIDOT Human Resources/Employment Services

Contact Phone: 302-760-4800

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### **SUMMARY STATEMENT**

This is the entry level in the motor vehicle specialist series performing the full range of essential functions.

### **CAREER LADDER**

Upon satisfactory completion of department promotional standards and job requirements, employees may be eligible to be promoted to the next level.

### **ESSENTIAL FUNCTIONS**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Issues various documents/forms such as titles, registrations, driver licenses, conditional licenses, suspensions/revocations and specialty tags.

- Reviews various documents such as certificate of title, bills of sale, proof of insurance and vehicle identification, wills, power of attorney, driver licenses, birth certificates, passports, court documents, alien registrations and registration, inspection and insurance cards to determine validity, authenticity, accuracy, completeness and eligibility.
- Interprets and explains applicable state and federal motor vehicle laws, rules, regulations, policies and procedures to the public, attorneys, lien and insurance companies, court and law enforcement staff, automobile dealers and other states.
- Accesses various information systems to register voters, input driver or vehicle information or to check such things as warrants, outstanding fines, driving records, applicants issued a license in another state, transaction activity and fees collected.
- Computes and collects fees/penalties relating to documents processed as determined by law; sets up and maintains installment accounts.
- Operates a variety of office equipment.
- Deals courteously with the public in stressful situations when explaining ineligibility.
- May conduct/score vision, oral, and written tests to driver license applicants.

## **JOB REQUIREMENTS**

### **JOB REQUIREMENTS for Motor Vehicle Specialist I**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
2. Experience in customer service which includes providing prompt, accurate, and courteous service to customers, seeking information, answering requests as quickly as possible, ensuring customers are satisfied with service, and responding to complaints.
3. Experience in applying laws, rules, regulations, standards, policies and procedures.
4. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

## **CONDITIONS OF HIRE**

**Pre-employment Drug Testing:** Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.

Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.

**Criminal background check:** A satisfactory criminal background check is required as a condition of hire. The recruiting

agency may require the applicant to pay for the criminal background check as part of the conditional offer of hire.

## BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://ben.omb.delaware.gov/programs/index.shtml>.

## SELECTION PROCESS

The application is evaluated based upon a rating of training and experience.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at [www.delawarestatejobs.com](http://www.delawarestatejobs.com).

## ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Contact us via conventional means.



For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at [jobs@state.de.us](mailto:jobs@state.de.us).

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### ***Bindery Operator Needed***

Printing company in Easton now looking to hire an experienced bindery operations professional.

- Sheet fed press operation
- Multi-binder (Minuteman) 6 Pocket, with Cover Folder Feeder, Saddlestitch, with Three Knife Trimmer machine
- 40" Paper Folder & 24" Paper Folder
- 45" Paper Cutter
- 18" X 23" Cylinder Heidelberg & 10" X 15" Windmill Heidelberg Letterpress for Die Cut and Scoring
- Folding machine (up to 16pg)
- Maintenance & service experience a plus
- Must be able to lift 40 lbs
- Must be able to work 40 hours a week, plus Overtime when called upon!

***Permanent, full-time position with benefits.***

*Be sure to outline your experience, and name the machines on which you have worked.*

*Respond by taking your prepared resume and cover letter to the Talbot Career Center in Easton, at 301 Bay Street.*

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**The Bank of New York Mellon** offers a competitive compensation, excellent benefits and unlimited growth potential. **How to apply:** Please visit our website at [www.bnymellon.com/careers](http://www.bnymellon.com/careers) to build a profile. You may then enter the job number for the corresponding position, click search, click apply. If you are a returning job seeker please login using your previously established user name and password. New users must create a new account.

*The Bank of NY Mellon is an Equal Opportunity/Affirmative Action Employer.*

## **June, 2011 Openings**

### **AIS Openings – Wilmington, DE**

AIS Team Leader IRR

**City/State:** Wilmington, DE

**Job Number:** 1106972

## **Description**

The Team Manager IRR is responsible for overseeing all aspects of work performed by their staff of Investor Relations Representatives. This includes the review and verification of all subscriptions, redemptions, and the production of confirmations and statements. In addition, Team Manager IRRs are expected to attend and contribute to client and operational meetings. A strong familiarity with the workings of hedge funds and a demonstrated ability to manage complex projects and work effectively with corporate executives, staff members, and investors is essential for the Team Manager IRR.

## **Qualifications**

BS or BA in a business related field preferred. 6 plus years experience in Financial Services, preferably Investor Relations in a complex industry such as alternative investments and 1-3 years experience managing people. Knowledge and understanding of compliance and regulatory issues, including Know Your Customer (KYC) and anti-money laundering policies as governed by the USA Patriot Act. Superior oral and written communication skills. Proven customer service and interpersonal skills. Ability to multi-task, manage multiple projects and meet deadlines. Proficiency in MS Word, Excel, PowerPoint and technical operations.

**City/State:** Wilmington, DE

**Job Number:** 1012473

## Description

AIS Internal Control Specialist, Sr is responsible for performing internal control reviews and self assessments to assist in establishing and maintaining a sound internal control environment within AIS Operations. Additionally, would work with the Global Head of Internal Control to ensure the control environment across all areas of responsibility are sound, and that BNY Mellon AIS Operations are meeting client needs. The incumbent will be responsible for management of control and risk activities for multiple business units or teams supporting complex business processes and activities and will manage a team of control and risk personnel. The incumbent will also be responsible for managing and developing AIS Internal Control staff. May oversee the work of an AIS Internal Control Specialist. An Internal Control Specialist, Sr should have strong risk assessment and analytical skills. Must have basic knowledge of fund valuations and maintain the ability to understand complex processes. Attention to detail, excellent organizational skills, ability to multi-task and work in a fast-paced, deadline driven environment. Must be able to adapt to a changing environment. Previous risk and audit experience required. An Internal Control Specialist, Sr must have the ability to review fund governing documents and client agreements and obtain an understanding of complex fund structures and service level requirements to determine adherence. The Internal Control Specialist, Sr should have the ability to identify Corporate and Risk policies that affect areas under review to determine whether the department is in compliance. Strong, effective written and verbal communication skills are required to successfully convey noted concerns and assist in the development of remediation plans and discussions with shared services and external parties (e.g. Internal/External Audit). Internal Control Specialist, Sr should provide meaningful recommendations that result in operational efficiencies and strengthen the control environment. This individual will be responsible for providing the proper support to operations to ensure SAS 70, Internal Audit and Global Compliance deliverables are met timely and with minimal impact to operations. Recommendations resulting in strengthened controls while enhancing client service capabilities, translate to increased client satisfaction and the Company's reputation. May oversee the work of an AIS Internal Control Specialist. Poor judgment or failure to perform can result in significant financial and reputational risk. Individuals should have strong communication and interpersonal skills; the ability to work with all levels of management; ability to develop good working relationships with operations and external areas such as Internal Audit, Global Compliance. Candidate must be able to work independently and require minimum supervision.

## Qualifications

Bachelor's degree. BA in Finance or Accounting preferred. 7-10 years Fund Accounting or Auditing of Financial products and services. 10+ Years Fund Accounting or Auditing of Hedge Fund Financial Products and 5 years Public or Internal Audit experience of Fund Valuation and Operations Risk Management preferred.

AIS Tax Analyst Sr

**City/State:** Wilmington, DE

**Job Number:** 1105037

## Description

Responsibilities include, but are not limited to: Work with clients, their CPA firms and attorneys to implement new or modified hedge and/or private equity fund tax structures. Work with clients to address tax questions posed by their investors. Review book allocations in HedgeTek on a monthly basis. Validate reports prepared by tax analysts, reviewing the analysis of tax adjustments, including amortization, Section 988 (multicurrency bifurcation rules) and Section 1256

(futures traded on regulated exchanges) characterization, etc. Coordinate with external service providers (e.g., Gainskeeper) to provide accounting market information needed to perform analysis of client portfolio transactions to apply complex tax adjustments, Review market based information provided by the third party (Gainskeeper or Wall Street Concepts) to ensure accuracy. Reconcile and validate all reports and workpapers (both for internal use and those furnished to clients or their auditors) prior to release. Review and analyze final versions of K1's, tax returns, and work papers performed by tax analysts'. Perform tax adjustments, prepare tax work papers and K1's for complex global entities. Review tax estimates. Coordinate with Accounting and Investor Services to ensure consistent and accurate information flows. Update and maintain client calendar of key events in the tax preparation, reporting and audit cycle. Prepare Federal and State K1's and Tax Returns. Coordinate with client and their CPA representative to resolve complex tax issues. Prepare Fin 48 (potential exposure) analysis and review Fin 48 prepared by other Senior Tax Analysts. Identify other potential disclosure related to tax matters. Work with AIS offices in Europe to coordinate any German or other European Union tax issues. Good understanding of hedge and/or private equity fund tax regulations with ability to develop global expertise. A deep understanding of, and an ability to evaluate and establish a context among GAAP accounting, transfer agency and tax services being performed. An understanding of the complex strategies being perused by the fund managers since intent often drives the correct application of tax methodology. Tax complexities include the relationship among financial instruments (including derivatives) held by a portfolio. The incumbent needs to be current on the tax laws and interpretations that govern the recognition of income for these instruments. Fund structures are driven, principally, by tax considerations in the alternative vehicle space. Our clients and their investors view the tax information provided by the company, as perhaps the most critical single deliverable. The ability to interpret and quickly respond to the very complex inquires raised by clients and/or investors, is critical, as is the ability to communicate in a clear and precise fashion, the information required. The tax function in the Alternative vehicle space requires advanced written and oral communication skills both internally and externally. Externally, because alternative vehicles are typically structured to achieve certain tax results and there is significant client interaction. Internally, communication skills are essential, since the tax information ties together all of the upstream processing, that is required to value a fund, and is then furnished to investor services, as a key component of the client and end investor deliverable.

## Qualifications

BS, MBA or MS in taxation or CPA preferred. 5-6 years of progressively responsible experience in securities or fund accounting and valuation, coupled with tax analysis for returns and experience in preparing tax returns according to tax law for hedge and/or private equity fund partnership entities. 7+ years of progressively responsible experience in securities or fund accounting and valuation, coupled with tax analysis for returns and experience in preparing tax returns according to tax law for hedge and/or private equity fund partnership entities preferred.

AIS Project Manager Sr

**City/State:** Wilmington, DE

**Job Number:** 1107732

## Description

Primary contact for customers and groups within the organization for small scale and large-scale projects. Responsible for end to end project management activities such as project reporting, project planning, issue / risk identification and tracking, scope management, estimation, customer management, relationship management and other project documentation preparation. Ensures projects are completed on time, within budget and with minimum defects. Adheres to methodologies adopted by the firm. Ensures smooth transition of product knowledge to product manager. Essential Duties and Responsibilities - Project management via creation and maintenance of project plans, work breakdown structures, schedule effort estimation and tracking. Liaison between customers and internal technical groups to ensure

delivery of projects on time, within budget, and to specification. Manage communication with the business at a detailed functional level, discuss/resolve issues, and manage customer expectations. Ensures project delivery in conformance with company software development life cycle methodologies. Conducts status meetings and facilitates issues resolution and risk mitigation. Provide project level reporting to senior management, customers and other stakeholders. Coordinating smaller work efforts and larger work efforts. Facilitate testing preparation and test execution. Proactively identifies issues with a project or across projects. Escalates and resolves these issues as needed. When required, supervise project managers and associate project managers. Broad understanding of business analysis, and business process modeling tools.

## Qualifications

Education and experience - Bachelors degree in business or computer science desired. At least five years of experience in a project management environment or equivalent combination of education and work experience will be considered. Management or related discipline Experience with technology and/or the financial securities industry is a plus. Strong analytical, interpersonal, presentation, project management, negotiation skills. Prior knowledge of banking operations or Risk a plus. Exceptional communication (presentation, written and verbal) skills required, as well as strong PC skills including Visio, Microsoft Office Suite and MS including use of mail merge, pivot tables, databases and report writing. Demonstrated organizational and planning capabilities and ability to handle multiple tasks, projects, and priorities in a fast paced environment.

**AIS Fund Accountant II**

**City/State:** Wilmington, DE

**Job Number:** 1107598

## Description

Hedge Fund Accountants II contribute to the production of client portfolio statements and Net Asset Value (NAV) calculations for Hedge Fund clients serviced in the Bank of New York's Alternative Investment Services Division (AIS).

## Qualifications

Understand the overall direction of the AIS business and the relationship of these goals to the overall strategy of The Bank of New York. Understand the core services of AIS and how they meet the clients needs: Portfolio Accounting, Investor Accounting, Custody and Transfer Agency. Understand the ancillary products and services provided to AIS client base. Understand the security types making up the portfolios and how they trade. Understand the transaction flows throughout AIS and the impact of mistakes at each step on the other. Knowledge of the policies and procedures of the department. For each client, be aware of the transaction history, patterns of investing, specific requirements, and service standards affecting that client. Understand the forms, documentation and other legal requirements to set up accounts in AIS. Understand the risks inherent in specific transactions. Understand the information flows through the various AIS systems. Knowledge of how to use the various systems specific to the job function.

**AIS Reg Control Specialist**

**City/State:** Wilmington, DE

**Job Number:** 1107263

## Description

Support management in the day-to-day control efforts related to regulatory, legal policies, procedures and practices. Review and analyze subscription documents received from investors for regulatory compliance with applicable laws and regulations pertaining to hedge funds including, but not limited to ERISA, the 3(c)1 and 3(c)7 exemptions of the Investment Company Act of 1940, the eligibility requirements dictated by the Financial Industry Regulatory Authority, the Exempted Mutual Fund exemptions contained in the Cayman Islands Mutual Funds Law, etc. Perform non-documentary searches on all investors, ensuring that potential investors have no negative information, are not politically exposed persons and pose no reputational threat to either our client or BNY Mellon. Review and analyze daily alerts received regarding investors/contacts through AIS's AML software system. Review all initial subscription documents from fund of funds clients ensuring that the representations and warranties contained in same conform to the representations contained in our clients' offering memoranda. In connection with same, liaise with fund managers and team managers in the Fund of Funds' group regarding any corrections the Regulatory Control Specialists make and revise all incorrect documents accordingly. Prepare AML letters on behalf of clients, noting what specific services we are providing for our client and preparing the appropriate letter dependant on the jurisdiction in which the investment is being made. Monitor cash activity and liaise with Investor Services' and Accounting Administrators and Managers regarding same. If a discrepancy exists, prepare a memo accordingly and log same for distribution to the global compliance group. Third party transaction monitoring. Other ad-hoc projects that may be mandated by Global Regulatory or AML Compliance. The AIS Regulatory Control Group works integrally with the various departments within AIS including, but not limited to Investor Services, Fund of Funds Custody, Client Service, Accounting, Tax and Relationship Management/Sales. The Regulatory Control Specialist would primarily review and analyze the incoming subscription documents of our administration clients and the outgoing subscription documents of our fund of funds' clients. These documents are complex in nature and a mastery knowledge of alternative fund AML regulations is required. The Regulatory Control Specialist will need to be an independent thinker and clear communicator - expressing their opinion (based on their knowledge of various AML and legal laws and regulations) on the various documents they review and analyze with Investor Services and Fund of Funds' administrators and managers, and, in certain circumstances with clients. Additionally, from time to time, the Regulatory Control Specialist will work on ad hoc compliance projects, at the direction of more senior Regulatory Control Group members. During the review and analyzation of subscription documents, there are many right answers to the same question. The Regulatory Control Specialists must use their knowledge and understanding of the AML regulatory landscape and how it relates to our clients when reviewing such documents in an effort to provide the best possible responses. The Regulatory Control Specialist should be an independent thinker who can apply this knowledge and understanding with limited supervision, and good judgement. The AIS Regulatory Control Group assists the various departments within AIS abide by the United States and international regulatory and legal obligations in connection with AIS's role as a hedge fund administrator. The Regulatory Control Specialists, through their review and analyzation of subscription documents (for administration and fund of funds' clients) will assist the Regulatory Control Group in the implementation of the policies and procedures necessary to affect the above goal. Failure to perform could lead to significant legal, financial and reputational risk for the Company and the Company's clients. The Regulatory Control Specialist will need to interact with multiple departments within BNY Mellon including the Investor Services and Fund of Funds' departments (liaising with both administrators and managers) where they will be the main liason for the Regulatory Control Group. Accordingly, the Regulatory Control Specialist must be able to articulate (both in written and oral form) the various AML and regulatory rules, laws and obligations that affect our clients and their investors. BA, BS. BA, BS, Paralegal Certificate preferred. 2- 4 years relevent experience in the securities servicing industry or legal/paralegal education. 4+ years relevent hedge fund, compliance/AML and legal experience preferred.

## Qualifications

.BA, BS. BA, BS, Paralegal Certificate preferred. 2- 4 years relevent experience in the securities servicing industry or legal/paralegal education. 4+ years relevent hedge fund, compliance/AML and legal experience preferred

**City/State:** Wilmington, DE

**Job Number:** 1105045

## Description

Responsibilities include, but are not limited to: Consult with AIS hedge and/or private equity clients, their attorneys and their auditors during fund inception. Ensure that proposed structure can be accommodated on a global basis as may be required. Work with AIS Product Management to design new tax related product features for hedge and private equity vehicles. Oversee all aspects of work performed by staff. High Level Review and verification of all tax workpapers, Hedgetek book and tax allocations, K1's and tax returns. Participate in client reviews and prepare, monitor and communicate appropriate metrics. Direct and manage staff. Perform staff reviews, mentor associates and provide leadership and guidance to teams. Recruit and develop talent. Review hedge and private equity fund offering documents ensure that controls are in place to capture all required information on appropriate systems. Monitor team performance pertaining to the completion of deliverables. Propose deliverable schedule to clients prior to year-end reporting cycle based upon the nature of the portfolio. Review and approve a control log of all deliverables. Confirm understanding of the tax waterfall calculations with the client and the fund's auditors for private equity arrangements. Understand the intended portfolio strategies and ensure that existing processes and controls are consistent with servicing those strategies. Work with Senior Tax Manager in developing functional goals, product offerings, quality controls and systems enhancements. Work with fund auditors and company tax staff to ensure end-to-end excellence in the delivery of tax services. Participate in industry organizations and contribute to company position papers. Deep understanding of complex of a hedge fund and/or private equity tax issues. A very deep understanding of, and an ability to evaluate and establish a context among GAAP accounting, transfer agency and tax services being performed. An understanding of the strategies being perused by the fund managers since intent often drives the correct application of tax methodology. Good understanding of key business drivers and risk factors related to tax services on a global basis. Experience in managing highly qualified technical staff. Experience in managing services rendered to large clients. Tax complexities include the relationship among financial instruments (including derivatives) held by a portfolio. The incumbent needs to be fully conversant on the current on the tax laws and interpretations that govern the recognition of income for these instruments on a global basis. Fund structures are driven, principally, by tax considerations in the alternative vehicle space. Our clients and their investors view the tax information provided by the company, as perhaps the most critical single deliverable. The ability to interpret and quickly respond to the most complex inquiries raised by clients and/or investors on a global basis, is critical, as is the ability to communicate in a clear and precise fashion, the information required. The tax function in the Alternative vehicle space requires advanced written and oral communication skills both internally and externally. Externally, because alternative vehicles are typically structured to achieve certain tax results. There is significant interaction with clients, their advisors, and industry groups. Internally, communication skills are essential, since the tax information ties together all of the upstream processing, that is required to value a fund, and is then furnished to investor services, as a key component of the client and end investor deliverable.

## Qualifications

BS and CPA or other appropriate certification. MS in Tax and CPA and/or JD. 10-12 years of progressively responsible experience including Public Accounting and/or Law Firm Taxation, including the preparation and review of tax returns for complex global hedge and/or private equity fund partnership structures. Candidate must have sales support experience, and will have negotiated complex tax treatments with clients and their representatives. 13+ years of progressively responsible experience including Public Accounting and/or Law Firm Taxation, including the preparation and review of tax returns for complex global hedge and/or private equity fund partnership structures. Management of a professional staff desired. Candidate must have sales support experience, and will have negotiated complex tax treatments with clients and their representatives preferred

**City/State:** Wilmington, DE

**Job Number:** 1107597

## Description

Hedge Fund Accountants contribute to the production of client portfolio statements and Net Asset Value (NAV) calculations for Hedge Fund clients serviced in the Bank of New York Mellon's Alternative Investment Services Division (AIS). Ensure all trades are timely and accurately input into the appropriate client portfolios on a daily basis. Ensure timely and accurate processing of subscriptions and redemptions to client portfolios. Check accruals: Ensure accruals are being checked and properly posting to the portfolios on a daily basis. Cash and position reconciliation: Ensure cash and positions shown in the AIS portfolio system are reconciled to the client and/or the prime broker statements. Corporate action processing: Ensure all corporate actions that have occurred are properly reflected in the client portfolios. Book portfolio expenses: Ensure all expenses are accurately booked to the appropriate client portfolios. Ensure all securities are priced using an approved pricing service. Ensure all securities pricing is validated and verified using approved sources. Perform reconciliation on all payables and receivables: Ensure payables and receivables are reconciled on a daily basis. Exceptions are to be noted, researched and resolved in a timely manner. Research and resolve discrepancies: Ensure all portfolio discrepancies are researched and resolved in a timely and accurate manner. Other responsibilities: Prepare month-end portfolio. Interact with brokers on trade activity as needed. Prepare outgoing wire transfers. Direct client contact. Assist in reviewing investor statements. Assist in reviewing month-end portfolio statements for completeness and accuracy.

## Qualifications

Understand the overall direction of the AIS business and the relationship of these goals to the overall strategy of The Bank of New York Mellon. Understand the core services of AIS and how they meet the client's needs, including: portfolio accounting, investor accounting, custody, and transfer agency. Understand the ancillary products and services provided to the AIS client base, including: pricing, corporate actions and cash management. Understand the security types making up the portfolios and how they trade, i.e., equities, fixed income securities, mortgage-backed securities, derivatives. Understand the transaction flows throughout AIS and the impact of mistakes at each step on the other. Knowledge of the policies and procedures of the department. For each client, be aware of the transaction history, patterns of investing, specific requirements, and service standards affecting that client. Understand the forms, documentation and other legal requirements to set up accounts in AIS. Understand the risks inherent in specific transactions. Understand the information flows through the various AIS systems. Knowledge of how to use the various systems specific to the job function.

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# **JOB FAIR!!!**

**Free and open to the public!**

**Thursday, August 25, 2011**

**1-6 p.m.**

**Talbot County Community Center**  
10028 Ocean Gateway (Route 50)  
Easton, Maryland 21601

*Local employers will be in attendance – bring your resumes and dress appropriately for an “on-the-spot” interview!*

**Don't forget to check these important sites for opportunities:**

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

**The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.**

Job title: Family Service Specialist

Opening date: 7/30/2011

**Final filing date: Aug 5 2011 11:5**

Recruitment number: 072911-MDDQ01-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MDDQ01&R3=370500>

Job title: Family Service Assistant I

Opening date: 7/30/2011

**Final filing date: Aug 5 2011 11:5**

Recruitment number: 072911-MDDN01-370600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MDDN01&R3=370600>

Job title: Human Resources Specialist III

Opening date: 7/30/2011

**Final filing date: Aug 5 2011 11:5**

Recruitment number: 072911-MACB03-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MACB03&R3=100200>

Job title: Family Service Specialist

Opening date: 7/30/2011

Final filing date: Aug 5 2011 11:5

Recruitment number: 072911-MDDQ01-370501

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MDDQ01&R3=370501>

Job title: Correctional Records Supervisor

Opening date: 7/30/2011

Final filing date: Aug 5 2011 11:5

Recruitment number: 072911-MAAC03-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MAAC03&R3=380100>

Job title: Volunteer Services Coordinator

Opening date: 7/30/2011

Final filing date: Aug 5 2011 11:5

Recruitment number: 072911-MDLA01-200600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MDLA01&R3=200600>

Job title: Nursing Supervisor

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Youth Rehabilitation Counselor I

Opening date: 8/4/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 080311-MDDV01-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MDDV01&R3=370400>

Job title: Registered Nurse I

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Social Worker/Case Manager

Opening date: 8/4/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 080211-MDDZ57-350700

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080211&R2=MDDZ57&R3=350700>

Job title: Application Support Project Leader

Opening date: 8/4/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 080211-MADA05-351000

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080211&R2=MADA05&R3=351000>

Job title: Museum/Historic Site Interpreter

Opening date: 8/4/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 072111-MEAZ07-200600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072111&R2=MEAZ07&R3=200600>

Job title: Museum/Historic Site Interpreter

Opening date: 8/4/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 072011-MEAZ07-200600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072011&R2=MEAZ07&R3=200600>

Job title: Registered Nurse II

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Psychiatric Social Worker II

Opening date: 8/5/2011

Final filing date: Aug 11 2011 11:5

Recruitment number: 080311-MDDR02-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MDDR02&R3=350600>

Job title: Court Security Officer II

Opening date: 8/5/2011

Final filing date: Aug 11 2011 11:5

Recruitment number: 080311-MBDE02-21300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MBDE02&R3=21300>

Job title: Management Analyst III

Opening date: 8/5/2011

Final filing date: Aug 11 2011 11:5

Recruitment number: 080311-MFDB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MFDB03&R3=350500>

Job title: Motor Vehicle Specialist I

Opening date: 8/5/2011

Final filing date: Aug 11 2011 11:5

Recruitment number: 080411-MBCB01-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080411&R2=MBCB01&R3=551100>

Job title: Operations Support Specialist

Opening date: 7/30/2011

Final filing date: Aug 12 2011 11:5

Recruitment number: 072911-MAAZ12-600700

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072911&R2=MAAZ12&R3=600700>

Job title: Unemployment Insurance Claims Deputy

Opening date: 7/30/2011

Final filing date: Aug 12 2011 11:5

Recruitment number: 072811-MDDZ68-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072811&R2=MDDZ68&R3=600600>

Job title: State Accountant V

Opening date: 7/17/2011

Final filing date: Aug 16 2011 11:5

Recruitment number: 071311-MABC05-250500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=071311&R2=MABC05&R3=250500>

Job title: Unemployment Insurance Revenue Quality Control Auditor

Opening date: 8/4/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 080311-MABZ13-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MABZ13&R3=600600>

Job title: Advanced Practice Nurse

Opening date: 2/18/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 011411-MDGB05-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 022311-MCCH01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III  
Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II  
Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant  
Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5  
Recruitment number: 030211-MDCD02-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 022811-MDGB04-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II

Opening date: 3/16/2011  
Final filing date: Sep 12 2011 11:5  
Recruitment number: 020111-MDFA02-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/17/2011  
Final filing date: Sep 13 2011 11:5  
Recruitment number: 031411-MDGB04-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011  
Final filing date: Sep 13 2011 11:5  
Recruitment number: 030111-MDGB03-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011  
Final filing date: Sep 14 2011 11:5  
Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director

Opening date: 5/3/2011

Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist

Opening date: 5/28/2011

Final filing date: Nov 24 2011 11:5

Recruitment number: 052411-MDEA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062211-MDCD02-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

Job title: Registered Nurse II

Opening date: 7/8/2011

Final filing date: Jan 4 2012 11:5

Recruitment number: 070611-MDGB02-380200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDGB02&R3=380200>

Job title: Registered Nurse III

Opening date: 7/16/2011

Final filing date: Jan 12 2012 11:5

Recruitment number: 062911-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 7/16/2011

Final filing date: Jan 12 2012 11:5

Recruitment number: 062911-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse III

Opening date: 7/27/2011

Final filing date: Jan 23 2012 11:5

Recruitment number: 072011-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072011&R2=MDGB03&R3=350500>

## See Below for Opportunities Recently Posted in the Cape Gazette

[Accounting Clerk](#) - Business

[Administrator](#) - Cadia Rehabilitation–Renaissance

[All Restaurant Positions](#) - LaDolce Vita

[Appointment Secretary](#) - L'occhio Eyecare | Eyestyle  
[Barista](#) - Federal Street Gallery  
[Caregiver](#) - Coastal Estates  
[Caregivers](#) - Home Instead Senior Care  
[CHAP Coordinator](#) - Beebe Medical Center  
[CNAs](#) - Cadia Rehabilitation-Renaissance  
[Custodians](#) - Cape Henlopen School District  
[Data Entry](#) - Commtrak  
[Dental Assistant](#) - Practice in Dagsboro  
[Dental Hygienist](#) - Dagsboro Dental Office  
[Dining Service Manager](#) - Cadbury at Lewes  
[Director of Nursing](#) - Cadia Rehabilitation–Renaissance  
[Employment Specialist](#) - Non-profit  
[Experienced Cook](#) - Bob Evans Restaurant  
[Front Desk Staff](#) - Boardwalk Plaza  
[Grounds Maintenance](#) - Pot-Nets Communities  
[Handpackers, Stackers](#) - Pinnacle Foods  
[Housekeeping Positions](#) - Inn at Canal Square  
[Job Opportunities](#) - Bayside Resort Golf Club  
[Job Opportunities](#) - Sussex Family YMCA  
[Job Opportunities](#) - The Peninsula  
[Licensed Agents](#) - M Insurance Services  
[Lifeguards](#) - Carter Pool Management  
[Mechanic Small Engine](#) - Fun in the Sun  
[Nanny](#) - Children from Ages 3-7  
[Occupational Therapist, Interpreter](#) - Cape Henlopen School District  
[Pathology Assistant](#) - Beebe Medical Center  
[Plumber, Drain Tech, Water Jet](#) - Clendaniel  
[Sales](#) - Shop on Second Street  
[Sales Person](#) - The Perfume Shoppe  
[Salon Positions](#) - Salon Milton  
[Senior Accountant](#) - The Knowland Group  
[Servers, Dishwashers](#) - Captain's Table  
[Servers, General Manager](#) - Finbar's Pub and Grill  
[Servers, Line Cooks](#) - Eden, Jam Bistro  
[Servers, Prep/Dishwashers](#) - The Kitchen in Milton  
[Spa Coordinator](#) - Ocean Retreat Day Spa  
[Staff RN, Social Worker](#) - Delaware Hospice  
[Vehicle Salesperson](#) - Auto Gallery

**Please See Below for Jobs Recently posted on CareerBuilder.com**

Job Title	Company	Location	Date Posted
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<a href="#"><u>Experienced Satellite TV Installers Wanted!</u></a>	DirectSat USA	Wilmington, DE	Aug-05	<a href="#">Apply</a>
<a href="#"><u>Experienced and Entry-level Sales Management Opportunity</u></a>	Bankers Life and Casualty	Dover, DE	Aug-05	<a href="#">Apply</a>
<a href="#"><u>Microfocus Cobol Programmer</u></a>	Sapphire Technologies U. S.	Newark, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Integrated Card Services Quantitative Analyst I - Acquisition An</u></a>	PNC	Wilmington, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>ECCS Genesys Framework Subject Matter Expert</u></a>	JPMorgan Chase	Wilmington, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Pipe Fitter</u></a>	Aerotek	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>TIG/STICK Pipe Welder</u></a>	Aerotek	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>COLLECTORS</u></a>	Simm Associates	Newark, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Staff Accountant</u></a>	The News Journal (Wilmington, DE)	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Quality Engineer</u></a>	Synerfac Technical Staffing	Dover, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Customer Service Rep - Dover, DE</u></a>	Labor Ready	Dover, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Occupational Health Nurse ( RN )</u></a>	Confidential	Wilmington, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Data Architect</u></a>	TEKsystems, Inc	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Collateral Specialst</u></a>	Adecco	Wilmington, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Carpet Cleaning Technician- Franchise</u></a>	Stanley Steemer	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>SALES</u></a>	TILE MARKET OF DELAWARE	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>Receptionist / Customer Service</u></a>	TILE MARKET OF DELAWARE	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#"><u>MANUFACTURING</u></a>	National Roll Kote	New Castle, DE	Aug-04	<a href="#">Apply</a>

<a href="#">CONSTRUCTION POSITIONS</a>		New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Engineer 2/Senior Engineer NERC 11329</a>	Pepco Holdings, Inc.	Newark, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Programmer Analyst - Mainframe</a>	Princeton Information	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Data Management Core Operations</a>	J.P. Morgan	Newark, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Telesales Specialist</a>	Burns & McBride, Inc.	New Castle, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Journeyman Plumber</a>	Aerotek	Georgetown, DE	Aug-04	<a href="#">Apply</a>
<a href="#">Refrigeration Superintendent</a>	Aerotek	Georgetown, DE	Aug-04	<a href="#">Apply</a>

## See Below for Jobs Recently Posted in the Dover Post

**P/T RECEPTIONIST NEEDED APPLY IN PERSON: 5221 SUMMIT BRIDGE RD MIDDLETOWN, DE 19709 OR CALL DAX @ (302)378-9811**

The **NEW Greenhill Car Wash**, Middletown De, is now accepting employment applications for the following positions: **Manager and Assistant Manager**. Previous management experience is required. A background in the car wash/lube/retail industry is desirable. Interested candidates must have mechanical aptitude and comfort with and willingness to use technology. Please send your resume/application to [info@greenhillcarwash.com](mailto:info@greenhillcarwash.com) or fax to 302-654-3753.

**Restaurant Managers** If you have what it takes to be the best and are up for the challenge come talk to us. Seeking strong managers with leadership, cost control, computer, and customer service skills. Only serious inquiries need apply. Salary commensurate with experience. **Please reply by fax to 302-674-5246, or email [christineo@axiamgt.com](mailto:christineo@axiamgt.com)**

**Experienced Landscape Foreman**, Exp. Oper. Equip, valid drivers license, Exp. Hardscaping, irrigation, sodding, Rake, seed, straw & tack, installing shrubs. We offer benefits, only interested apply to: 302-659-3130 or [emailsales@whrlandscape.com](mailto:emailsales@whrlandscape.com)

**TOC FENCING OF DELAWARE** is a rapidly growing company that strives to exceed customer expectations by providing innovative solutions to fences, decks, pergolas and patio pavers. We are seeking an experienced, motivated lead installer with a minimum of 3 years experience in vinyl, chain link and wood installation. If you think you are the right person to join our team, please **fax your resume to (302)734-4456 or mail it to: TOC Fencing, Att. Louis, 1301 South State Street, Dover, DE 19901**. No phone calls will be accepted.

Carpenters helper, apply online: [yencerbuildersinc.com](http://yencerbuildersinc.com). NO PHONE CALLS!!

**DIESEL MECHANICS WANTED: Carey's Diesel Inc.** is seeking to employ; hard working, dedicated, experienced diesel mechanics. **Requirements:** At least 2 yrs. exp. working with heavy duty equipment repair

with verifiable references, a valid driver's license. Carey's offers competitive pay based on experience and performance along with benefits. We are an equal opportunity employer. **Serious Applicants Only** Carey's will be taking applications and resumes in person on Thursday evenings from 5pm to 7pm. Carey's Diesel, Inc. 168 Denny Street Leipsic, DE 19901

Delmarva Broadcasting Company, seeks **Morning Show Radio-Personality (Co-Host)**: Must have five years prior on air show experience. Must have three years prior experience with MediaTouch, Cool Edit Pro, VoxPro and Studio Control Board. Five years prior experience with RCS/Selector/Linker music scheduling software and prior experience with Microsoft Word, Excel and Publisher. General understanding of Arbitron ratings preferred." Contact: Steve Monz 1666 Blairs Pond Road Milford, DE 19963 or [smonz@dbcmedia.com](mailto:smonz@dbcmedia.com). Delmarva Broadcasting is an equal opportunity employer.

**The NEW Greenhill Car Wash, Middletown De,** is now accepting employment applications for the following positions: **Manager and Assistant Manager** Previous management experience is required. A background in the car wash/lube/retail industry is preferred. Interested candidates must have comfort with and willingness to use technology. Demonstrated mechanical aptitude is a plus. Currently under construction, a Sept opening date is projected. **Please send your resume/application to [tojohn@greenhillcarwash.com](mailto:tojohn@greenhillcarwash.com) or fax to 302-654-3753 [www.greenhillcarwash.com](http://www.greenhillcarwash.com)**

**PT TELLER Position**, Must own car, reliable, dependable, able to pass a background check. Send resumes to: [bhpindustries@gmail.com](mailto:bhpindustries@gmail.com) or fax (302)677-0060

**Plumbers and Labors** We are a service company for plumbing & drain cleaning. We also provide 24 hr service to our customers. Interested applicants contact **302-492-8880** or [tgallo1973@aol.com](mailto:tgallo1973@aol.com)

Local collection agency, seeks experienced commercial and consumer collectors for expanding operation and new projects. 1-3 years + Job is located in Dover, DE. Commercial Recovery Group at **302-730-4040 x 106** or [jyursha@crghcollect.com](mailto:jyursha@crghcollect.com) by. [www.crgcollect.com](http://www.crgcollect.com)

**sales assistant: Part time Blenheim Homes**, is seeking an intelligent, outgoing individual to help staff the model homes at its Village of Bayberry Community. Candidate must be computer literate, dependable and able to work weekends. Knowledge of Microsoft Office a plus. Send resume and cover letter to [villageofbayberry@gmail.com](mailto:villageofbayberry@gmail.com)

**FT Admin/Receptionist**, w/ Nurses 'n Kids of Milford, DE. Competitive salary/benefits. Please fax resume to: 302-323-1173, ATTN: Tonia or email: [HR@nursesnkids.com](mailto:HR@nursesnkids.com) Call to inquire 302-221-2408

**CHILD CARE Experienced** Infant Toddler Assistant Teacher invited to join our team. Part-time position approx. 32 hours per week. Must have OCCL certificate. Please email or fax resume to: [admin@childrenssecretgarden.n](mailto:admin@childrenssecretgarden.n) et 302-730-4747.

**Experienced Graphic Designer**, for Sign Co., w/2yrs exp., in Adobe Photoshop & Illustrator. Serious Inquiries only! Call Brenda (302) 331-7009

**Positive Outcomes Charter School**, a charter school in Camden, DE, has an opening for a full-time middle or high school **Certified Mathematics Teacher**. Applicants must have a working knowledge of DE Standards and Grade Level Expectations. Experience with IMP or CMP is preferred. Previous experience with LFS implementation is also preferred. Please submit a complete resume and letter of interest to: Jessica Bennett 3337 S. DuPont Hwy. Camden, DE 19934 This position will be open until filled. Positive Outcomes Charter School is an Equal Opportunity Employer.

**PRESSER PERSONS NEEDED Apply in Person Capitol Cleaners 217 S. New St. Dover, De.**

**PROPERTY MANAGEMENT** Well established firm seeks site manager for its Dover property. Candidates should have a min 3-5yrs experience with a HUD Section 236 and project based Section 8. **Please submit resume w/ salary history in confidence to [rwhite@themichaelsorg.com](mailto:rwhite@themichaelsorg.com)** Equal Employment Opportunity Employer

**BOOTH RENTAL & BARBER** needed in Dover Salon. Must have following. **Call 302-632-9352**  
**CNA OPPORTUNITY** NO PLACE LIKE HOME, LLC is looking for people who are caring, compassionate, & qualified to service our clients, call **(302)738-3051**.

**SCHOOL BUS DRIVERS NEEDED** Capital & CR Districts. Must have or be willing to obtain a CDL License. **Call 302-697-7676 Begin Training Now**

**WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, at **31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.