Township secretaries achieve excellence

BY CHARLOT M. DENMON Staff Writer

Two Kingston Township secretaries pursued the highest standard of excellence in the secretarial profession-the CPS rating. It's difficult for candidates to successfully complete the two-day examination required to become certified but it is very rare that two young women who occupied the same position attained it.

Carole Loberg and Florence Anne Williams both were employed as secretaries by Kingston Township and both of these women were motivated to excel in their work and to pursue a CPS rating.

Florence Anne Williams was employed by Kingston Township from 1980

"I found the position to be very challenging mostly because of its diversification," said Ms. Williams. "A specialized training program was used when I assumed the position to teach me the exact procedure used in local government administration. These procedures were not part of the normal curriculum in secretarial school. Since secretaries are employed by practically every business in the world, initial training in each business is usually expected. In the case of the township, however, there is so much information to cover that it's quite a challenge to master all of

In the two and half years, Ms. Williams was secretary at Kingston Township, there was a rapid period of growth. A new bookkeeping system was introduced, the tax collector moved into and became part of the township office staff, a new telephone system was purchased to accommodate the increasing number of calls and the township building to be used more and more for civic activities. The increased growth in construction increased the zoning officer's responsibilities and at the same time, the secretary's first priority was serving the more than 6,500 citizens in the township.

Ms. Williams is now employed as secretary to the network service staff at Commonwealth.

When she resigned her position at Kingston Township in 1983, Carole Loberg assumed the position. Carole, mother of four children, decided to re-enter the work force full time and found the township position available and close to home

When she first began to work at Kingston Township, Carole found herself nearly overwhelmed at the requirements of the position. She never thought she would be able to learn all that was necessary and since Ms. Williams had left the position a month earlier, she had no one to train her in any of the job responsibilities.

"I was extremely fortunate to follow after a very efficient secretary, who had the foresight to write up a Secretarial Manual including a brief description of each area of responsibility, and a calendar marked with tasks necessary for each day. These were my guidelines plus the fact that Florence Anne made herself available to me whenever I had a question or a problem. This helped me gain the knowledge I needed to serve the community. We did a tremendous amount of networking during the first months I was on the job," said Carole.

Since Carole has been with the township, the position of township clerk has grown greatly. In addition to the duties Ms. Williams had, bookkeeping skills are now required, there are preparation of financial reports, payroll preparation and reporting of payroll taxes, transfers of funds to various township accounts as approved by the township manager (Fred Potzer), purchasing of materials and supplies for the administrative office and assisting various departments when necessary and computer skills.

During the past two years the township has had an increase in subdivisions a change in township managers, and a change in management styles and personalities.

Carole Loberg has been challenged daily in her position and as administrative assistant she is the liaison between the public and the township manager, zoning officer and tax collector. Her's is a service position and she serves the community as a whole.

During their association with Kingston Township both Ms. Williams and Ms. Loberg had a desire to increase their effectiveness on the job through professional affiliation. They became affiliated with the Wyoming Valley Chapter of Professional Secretaries International and pursued the attainment of the Certified Professional Secretary rating.

Florence Anne Willilams earned her CPS in May, 1987, and Carole

attained her rating in November.

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"MY FAIR LADY" - Dallas Senior High School students rehearse their upcoming production of 'My Fair Lady'', scheduled for Thursday, April 7, 8 and 9 at 8 p.m. The program will be presented at Dallas Senior High School auditorium. (Linda Shurmaitis Photo)

Lerner and Loewe musical at Dallas

On April 7, 8 and 9, Dallas Senior High School will present Lerner and Loewe's musical comedy "My Fair Lady". The presentation will be a combined effort of the Drama department, under the direction of Donald Hopkins and the Music department, under the direction of Florence Sherwood. This play is the 10th collaboration of the two accomplished directors.

Audiences will once again

marvel as Henry Higgins, a world-famous language professor, transforms a common street vendor, Eliza Doolittle, into a sophisticated young woman. Eliza's personal integrity challenges Higgins' indifference as she slowly masters the behavior, speech and dress of a member of the upper class.

Members of the cast include D.J. Hopkins as Henry Higgins, Gwen Davies as Eliza Doolittle, Steve Finn as Colonel Pickering, Lori Fuller as Mrs. Pearce, Laura Dover as Mrs. Higgins, Nathan Kelley as Alfred P. Doolittle, Brent Snowdon as Freddy Bindsford Hill; and Jochen Liske as Zoltan Karpathy. This will be the last play for several seniors who have graced the Dallas sta'e for the past three years, including student director Stacey Faison.

Tickets at the door will be \$4.00 for adults and \$3.00 for students and senior citizens.

1,000 Colors of spring

Amy Floral & Gifts, Wilkes-

Barre, and Insalaco's, Dallas, joined together to sell 1,000 carnations at the Dallas store with proceeds to benefit the Amber Nicely Love Fund. Pictured above, row 1, from left, Kristen Insalaco, Melissa Howell, Segan Millington, Julie Howell. Row 2, Adam Nicely, holding Rebecca Howell, and Jane Gurdock, Amy Floral. Amber's classmates from Dallas Elementary will be helping sell flowers. (Linda Shurmaitis Photo)

(continued from p - 9)

2. K.C. Royals - Royals pitching will carry them, but only so far. Will challenge.

3. Minnesota Twins - Last year was no fluke, but the Twins don't have the pitching to repeat.

4. Texas Rangers - Texas may surprise with some fine vets and very talented kids. Above .500.

5. Seattle Mariners - Langston is one of the best pitchers around, and hitting is solid. Two years away

6. California Angels - Angels kept too many old horses for too long and now they're off the track. 7. Chicago White Sox - Next..

N.L. East 1. New York Mets - Nobody's

going to catch these guys. 2. Pittsburgh Pirates - Pirates have a fine young team and will finally escape the second division.

3. Philadelphia Phillies - Phillies are slightly improved over last year, but don't have nearly enough. 4. St. Louis Cardinals - Between Herzog, pitching and speed, always be wary of these guys.

5. Montreal Expos - An enigma. When they have the talent, they flop. When they don't, they win. Definitely not a pennant, but otherwise, who knows.

6. Chicago Cubs - Should put lights in Wrigley so the Cubbies can see what they're doing. N.L. West

1. San Francisco - With all of the social and sexual strife in the Bay City, the Giants will give the folks something to cheer about. Very

strong. 2. Cincinnati Reds - Multi-talented, but will never win with lunkhead Rose in the dugout.

3. Houston Astros - Always seem to be in the hunt, and may mount serious challenge which falls just 4. L.A. Dodgers - Dodgers on the

rebound but nowhere near ready to score.

5. San Diego Padres - Forget it.6. Atlanta Braves - Maybe will get out of the second division by the turn of the century. Look for the Mets to take the

Giants in five, and the Yankees to take Oakland in six. Yes, folks, we're finally going to have a Subway Series. In one of the hardest fought Series ever, marked by home runs and brawls, the Mets will be World Champs in seven games. See you in October...



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F1513. 10-5-P EARN EXCELLENT MONEY at home. Assembly work. Jewelry, toys others. Call 1-619-565-1657 ext. T-3057PA 24 Hrs.11-3-P

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PERSON to clean 1 day per week. Own transportation and references necessary. Call 675-1042.

mine. Call 675-5778 days

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Notice is hereby given to all persons concerned that accountants in the following estates have filed their accounts in the office of the Register of Wills and Clark of the Orphans' Court on or before March 25, 1988 and that unless objections are filed thereto, said accounts will be confirmed and audited by the Orphans' Court Division of the Court of Common Pleas of Luzerne County at 10:00 A.M., Tuesday, March 3, 1988. NAME OF ESTATE

Paul Lipiec Edward A. Kennedy, Jr. R. Ramsey Mehane

 Freda Hofmann, etc.
Winifred Clark, etc. Florence E. Shultz Peter Tarasavage Peter C. Griesing Alta George Harringt Samuel Archibald Sha Francine Lewis and Jill Chopak Michael Dubinski Anthony Czajkowski Winifred Brennan et M. Mebane Evelyn J. Bruneo David R. Lipka, Esq.

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